



Trust Associate  
Topeka, KS

**Primary Accountabilities:**

This position is an associate level position with responsibility for the administrative duties assigned by the Trust Officer. Additionally, the position performs duties of the department's receptionist.

**Major Duties:**

- Accurately maintain all trust accounts by preparing and processing all debit and credit tickets for income, expenses, and distribution of income or principal. All checks, credit advises, or cash received by check, wire, and ACH must be correctly allocated to multiple trust accounts.
- Prepare and complete Individual Retirement Accounts (IRA) transactions including new accounts, additions to existing accounts, withdrawals upon request, minimum required distributions, transfers, rollovers, and account closings.
- Prepare payments, in a timely manner, for customers' incoming bills (i.e., utilities, rent, medical, etc.). The payments are to be sent via wire transfer, ACH, check, or deposit.
- Prepare and process all debit and credit tickets for income, expense, and distribution of income and principal for various trust accounts. Prepare, maintain, and review tickler system to ensure matters concerning all trusts actions receive prompt attention.
- Periodically, prepare, per authorization, checks to beneficiaries of trust accounts for distribution of income or principal as indicated in trust documents and pay all estimated tax payments utilizing various methods including EFTPS and checks.
- Maintain an up-to-date and efficient filing system which includes filing correspondence, documents, forms, memoranda, and receipts pertaining to each trust or IRA in file of the account affected. All addresses and telephone records are to be kept current for all accountants, attorneys, customers, and beneficiaries. The Trust's filing system should be maintained at a level which provides quick and accurate file retrieval.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Employee Benefits Include: Paid Sick/Vacation Time, Paid Holidays, Health & Dental Insurance, Short- & Long-Term Disability, 401(K) with a Match plus more.

Please apply at: <https://www.kawvalleybank.com/about/careers>

We are an Equal Opportunity Employer.