FIRST NATIONAL BANK OF HUTCHINSON | First for You.

Position Description

**Title:** Assistant Trust Administrator (ATA)
**Department:** First Wealth Management
**Reports to:** EVP & Manager, First Wealth Management
**Apply to:** www.fnbhutch.bank/careers-at-the-first/

**Summary:**
Assistant Trust Administrators provide administrative, accounting and customer service support to account administrators (primarily for fiduciary accounts) while ensuring compliance requirements are met for each account along with timely, efficient service to clients.

**Primary Responsibilities and Duties:**
(The summary of duties and responsibilities listed above are representative of the job requirements but, are not meant to be all-inclusive or prevent other duties from being assigned as necessary.)

- Coordinate, monitor and assist the account administrator with the entire onboarding process for new accounts and ensure all necessary forms are completed at the time of opening.
- Assist the account administrator in transferring and re-registering of securities for new accounts and/or existing accounts at the time of death. ATAs should monitor the process of booking the assets for accuracy with ultimate responsibility for complete and accurate asset holding information on initial or transferred in client holdings.
- Assist the account administrator in gathering estate assets including the possibility of accompanying the administrator on trips to the house of the estate for dual control.
- Coordinate and obtain appraisals on asset inventory for trusts/estates as necessary.
- Assist in preparing administrative pre-acceptance, post-acceptance and annual administrative account reviews.
- Receive and process client remittances and bill payments and ensure in accordance with the terms of the trust/governing document, have proper authorization and all transactions are properly coded in the account for both trust and tax accounting purposes.
- Monitor and identify overdrafts including identifying upcoming overdrafts to address before occurrence.
- Assist with day-to-day client contact and delivery of client service standards.
- Ensure accounts assigned have proper account settings, all statements are set for delivery, an accountant is identified for tax reporting and fee integrity is maintained as well as, maintain thorough and clean client files in the department's format on the network.
- Compliance with all department, bank and regulatory procedures falls to the ATA along with assisting the account administrator on compliance with the governing document and trust law.

- Coordinate necessary actions to be taken to close an account in an accurate and timely manner.

**Position Requirements:**

- Previous trust account administration assistance, accounting or related wealth management experience preferred.
- Proficient computer skills, especially Microsoft Office applications and Internet browsers required.
- Detail oriented and strong organizational skills.
- Skilled at multi-tasking, managing priorities and problem solving skills.
- Ability to identify and escalate issues as appropriate.
- Strong time management skills, ability to adapt and be flexible.
- Ability to work overtime if needed.
- Must follow and maintain knowledge of policies and procedures and recognize the necessity for strict client confidentiality.
- Communicate in a clear and service oriented manner. Use appropriate, professional language and grammar to effectively exchange ideas and information.
- Ability to proactively work with both clients and fellow team members.
- Ability to maintain a regular, predictable attendance.