



## Position Description

**Title:** Trust Operations Specialist  
**Department:** Trust Department  
**Reports to:** Trust Operations Supervisor  
**Apply to:** [www.fnbhutch.bank/careers-at-the-first/](http://www.fnbhutch.bank/careers-at-the-first/)

### Summary:

A Trust Operations Specialist provides accounting support for all trust business and is responsible for performing the daily activities associated with recording all client, asset and account transactions assigned. The position is tasked with accurate accounting of transactions and maintaining clean, accurate data information fields within our core system.

### 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.)

- Timely and accurately perform assigned general processing functions such as, but not limited to, bill payments, distributions, income posting, tax payments, scheduled items, reconciliations and IRA processing according to defined procedures.
- Respond to general customer requests and resolve normal customer processing issues.
- Monitor and review own processing work for accuracy prior to posting to customer accounts.
- Assist with standard reporting for internal and external customers.
- Process and fully understand ACH files, wires and checks while functioning within a team under a dual controlled environment.
- Work with administration to obtain proper approval, research any discrepancies, etc.
- Cross train to serve as a back-up to other team members.
- Develop and maintain procedures and processes related to operations.
- Communicate regularly with outside partners including accounting firms, software vendors and custodians.

### Position Requirements:

- Previous accounting experience is required.



- Basic Excel skills are required and will be tested.
- High school diploma or equivalent is required.
- Understand the role of operations within the overall team and understand the basic differences of the accounts in trust as it relates to operations.
- Detail oriented and strong organizational skills.
- Skilled at multi-tasking, managing priorities and problem solving skills.
- Ability to achieve deadlines under pressure.
- 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.
- Maintain a clean desk area with no confidential information showing.
- Communicate in a clear and service oriented manner.
- Ability to maintain regular, predictable attendance.