





Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

<b>Position Description:</b>	<b>Trust Operations Associate II – Securities Specialist</b>		
<b>Reports To:</b>	Trust Operations Supervisor	<b>Department:</b>	Trust
<b>Supervises:</b>	None	<b>Classification:</b>	Full-time, Non Exempt

 <b>Hours:</b>	<ul style="list-style-type: none"><li>Monday through Friday 8am – 5pm, with the option to work 7:30am to 4:30pm</li><li>Overtime may be required during busy periods, as requested by management</li></ul>		
 <b>Location:</b>	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
 <b>Role:</b>	The Trust Operations Associate II – Securities Specialist is responsible for the accurate and timely accounting of the investable assets held by the company’s Trust clients. Securities Accounting includes, but is not limited to, ensuring securities transactions are appropriately authorized, confirmed, executed and subsequently recorded accurately and timely in the Trust Accounting System. The Associate is responsible for calculating the daily cash settlement requirements and for requesting incoming and outgoing settlement wires.		
 <b>Apply:</b>	<a href="http://www.corefirstbank.com/careers">www.corefirstbank.com/careers</a>		
<b>Essential Functions &amp; Responsibilities:</b>	<p><b>Trade Processing &amp; Reconciliation</b></p> <ul style="list-style-type: none"><li>Performs daily operational duties, such as monitoring trade activity and ensuring trades are executed as authorized, including monitoring and authenticating 3rd party trades settling through the Banks custodian (i.e. “ad-hoc” arrangements)</li><li>Reconciles Daily Transaction Reports of third-party custodians to the Trust Accounting System records</li><li>Retrieves, validates and uploads external source data into the Trust Accounting System</li><li>Ensures all trades are appropriately authorized, confirmed/affirmed and processed according to internal procedures</li><li>Calculates the Daily Cash Settlement needs by custodian and ensures outgoing and incoming wire transfers are requested and processed timely and accurately</li><li>Monitors and resolves unsettled, erroneous/failed trades or other similar exceptions and reports to the proper level of management</li></ul> <p><b>Securities Accounting and Reconciliation</b></p> <ul style="list-style-type: none"><li>Reconciles and posts dividend and interest receipts to the Trust Accounting System; identifies and resolves discrepancies</li></ul> <p><b>Quality Assurance and Internal Control Responsibilities</b></p> <ul style="list-style-type: none"><li>Ensures that relevant and required regulations pertaining to trade and broker recordkeeping, documentation, confirmations, and other pertinent requirements are adhered to within the scope of Trust Operations’ responsibilities.</li></ul> <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
<b>Education:</b>	<ul style="list-style-type: none"><li>High school diploma or equivalent required</li><li>Bachelor’s Degree in Business or a related field preferred</li></ul>		
<b>Experience:</b>	Previous Trust and banking experience preferred		

<b>Skills &amp; Abilities:</b>	<p><b>Required Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent organizational skills, including the ability to prioritize work and multi-task</li> <li>• Ability to handle a heavy volume of work</li> <li>• Willingness to establish and maintain effective working relationships through a high level of interpersonal skills</li> <li>• Exceptional communication skills, both written and verbal, that can be demonstrated with internal and external clients</li> <li>• Ability to manage multiple projects simultaneously</li> <li>• Ability to solve practical problems and deal with multiple variables in situations with limited guidance</li> </ul> <p><b>Preferred Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• A general understanding of Trust and Securities Operations Regulations</li> <li>• A strong fundamental understanding of Investable Securities and Securities Operations</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Adherence to CoreFirst Values: Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.</li> <li>• Career minded, willingness to achieve the next level</li> <li>• Ability to solve practical problems and deal with multiple variables in situations with limited guidance</li> <li>• Detail oriented with a high level of accountability for accuracy</li> <li>• Intermediate Tier Microsoft Office - Excel skill (pivot tables/charts, nested logical/IF formulas, multiple criteria lookups, arrays)</li> <li>• Strong personal drive and initiative, demonstrated work ethic, and ability to work independently and as a team</li> </ul>

<b>Physical: Requirements:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required.</p>
<b>Travel:</b>	None
<b>Work Environment:</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Applicants must pass a drug screen and background checks</li> <li>• Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the employee portal</li> </ul>
<b>CoreFirst Employment Practices:</b>	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, \_\_\_\_\_, acknowledge by my signature below that I have received a copy of my position description.  
Print Name

I have read and understand my job duties and responsibilities as **Trust Operations Associate II – Securities Specialist**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

*Revised 1/26/26 KR*