

JOB OPPORTUNITY!

Senior Trust Operations Officer

Join a team that values long-term relationships and exceptional service. As a Senior Trust Operations Officer you will manage a portfolio of trust accounts, providing expert guidance across generations.

KEY RESPONSIBILITIES

- Administer and service trust accounts, including opening, funding, maintaining, annual reviews, discretionary distribution evaluations, and interpretation of governing documents (Wills, Trusts, Amendments, etc.).
- Build strong relationships with clients, advisors, attorneys, and internal partners.
- Develop new customer relationships, identify opportunities within the community, and promote the bank's full range of financial services.
- Support estate settlement by coordinating with attorneys and accountants, reviewing documents, approving expenses, facilitating tax preparation materials, and ensuring accurate and timely beneficiary distributions.
- Coordinate trust tax return preparation, review returns, and assist in enhancing internal policies and procedures.
- Lead or contribute to key initiatives, such as IRA program development, financial planning integration, system conversions, and process improvements.
- Manage and oversee trust department staff, providing guidance, performance coaching and reviews, and operational leadership and training to ensure accurate administration of trust accounts and delivery of exceptional client service.

WHY JOIN US?

The Guaranty takes pride in creating a professional, supportive workplace where employees are empowered to succeed. Our team thrives in a culture built on integrity, service, and partnership. We offer competitive compensation, industry-leading benefits, and meaningful opportunities for long-term career growth. If you're looking to join a trusted financial institution that values your expertise and prioritizes your well-being, we invite you to explore a future with us.

the
Guaranty
STATE BANK & TRUST CO.

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