POSITION DESCRIPTION

POSITION TITLE Trust Operations & Escrow Administrative Assistant (Full Time – Non-Exempt)

REPORTS TO VP Trust Operations Manager/SVP Trust

ROLE

We are seeking a highly analytical and detail-oriented Trust Operations & Escrow Administrative Assistant to join the Trust & Wealth Management team in Wichita, KS. This specialized role is responsible for executing the daily financial transactions of our department, including posting transaction activity, settling complex investment trades, and administering our specialized Seller Financed Escrow program.

ESSENTIAL FUNCTIONS

- Transaction Posting: Accurately post all daily cash deposits, dividend receipts, interest payments, and trust income items into the accounting system.
- Corporate Actions Processing: Track, analyze, and post complex corporate actions including stock splits, spin-offs, mergers, and class action settlements.
- Trade Settlement: Coordinate and reconcile all daily investment trades with brokers and custodians to ensure timely, error-free settlement.
- Asset Transfers: Oversee and execute the end-to-end process for incoming and outgoing asset transfers, ensuring the accurate posting of inventory and cost basis for inherited assets to maintain precise capital gains tracking.
- Reconciliation: Audit daily transaction logs against general ledgers to ensure absolute compliance with trust regulations.
- Cash Management: Execute the daily cash management sweep and track pledged assets for fiduciary accounts to ensure optimal liquidity and regulatory compliance.
- Escrow Administration: Serve as the primary administrator for the Seller Financed Escrow program, tracking buyer payments, maintaining general ledgers, and managing disbursements.
- Document Management: Maintain accurate electronic files by scanning and uploading trust department documentation to the appropriate client accounts in accordance with compliance standards.
- Cross Training: Actively participate in cross-training initiatives across various functions within the Trust & Wealth Management division to support team flexibility and operational continuity.

QUALIFICATIONS

Required Skills & Qualifications

- Financial Literacy: Strong core math skills with a working knowledge of basic bookkeeping, general ledger accounting, or trust accounting principles.
- Exceptional Accuracy: Proven track record of high-volume data entry with near-zero error rates; strong attention to detail under tight daily market deadlines.
- Technical Proficiency: Advanced capabilities in Microsoft Excel (VLOOKUPs, pivot tables) and experience navigating financial databases or trust accounting software.
- Communication Skills: Clear professional verbal and written communication skills for interacting with clients, brokers, and internal investment advisors.
- Education & Experience: High School Diploma or equivalent required; a Bachelor's Degree in Finance, Accounting, or Business is highly preferred. 1–3 years of experience in a bank, brokerage, or legal environment is a strong plus.

BENEFITS

- Competitive health, dental, and vision insurance, 401(k) matching, and paid time off.

SUBMIT APPLICAITONS

Southwest National Bank
Trust and Wealth Management
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