



SENIOR ACCOUNTANT

The primary function of the Senior Accountant is to assist in maintaining the accounting and tax records of the trusts for which Commonwealth Trust Company serves as trustee.

It is the responsibility of the Operations Department, to assure that the company's fiduciary responsibilities are properly discharged as they relate to all areas of trust taxation and accounting, clients are served expeditiously and professionally, and that the company's business is conducted in such a way as to both accomplish our client's goals without creating undue risk to CTC. It is necessary to combine exemplary client service with diligent risk management.

EDUCATIONAL BACKGROUND & EXPERIENCE:

- Undergraduate degree in accounting, finance, taxation, or other related field of study
- A minimum of three years of experience in public accounting
- Prior experience leading, supervising and/or reviewing the work of others
- Knowledge of directed trust accounting and tax issues is strongly preferred

DUTIES AND RESPONSIBILITIES (*including but not limited to*)

- Responsible for training and assisting new hires
- Responsible for review of complicated trust accountings
- Review of trust distribution calculations in compliance with trust document
- Responsible for assisting other team members with the preparation of trust accountings
- Responsible for ensuring that the proper documents are received for new trusts
- Provide general Accounting Assistance on wires and transaction verification
- Assist in gathering information for internal control review and bank commissioner examination
- Responsible for ensuring process manager functions are run daily
- Special projects as requested

ADDITIONAL SKILLS REQUIRED: Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public; Must be detail-oriented and have excellent communication skills; Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry.; Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; Excellent PC skills, proficiency with Microsoft Office; Past experience with trust accounting software; Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables