DE 1931
Commonwealth
TRUST COMPANY

TRUST ADMINISTRATOR

Administer trusts in accordance with terms created in trust, will, or court order. Coordinate with other departments to ensure the accurate flow of information. Provide oversight for compliance, both internally and externally.

BACKGROUND & EXPERIENCE:

- BA/BS from an accredited 4-year college or university
- Additional certification (Paralegal certificate or CTFA) or education (Cannon or ABA Trust School) a plus
- Three years legal and/or trust experience
- Must be detail-oriented and have excellent organization and communication skills.
- Ability to read, analyze, and interpret requirements of trust documents, directions, and related legal documents
- Ability to write reports, business correspondence, and procedure manuals
- Strong Computer skills, Ability to use Microsoft Office
- Past experience with trust accounting software (e.g., AccuTrust, Cheetah, SEI or SunGard) preferred

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

- Request, receive, evaluate, and organize required documentation in connection with trusts for which the Company is being considered to serve as Trustee.
- Enter initial information for trusts into the Company's accounting software and file setup for trusts.
- Open bank and brokerage accounts for trusts.
- Handle directions for investment transactions to be carried out for trusts.
- Handle requests or directions for distributions from trusts.
- Make payments for trust expenses, including insurance premiums, etc. and ensure all are made in a timely manner.
- Draft and send Crummey notices and other beneficiary notices when the Company is required to send them for trusts.
- Record transactions and other information in the Company's accounting software for trusts and respond promptly to suspense items and other internal inquiries with regard to assigned trusts.
- Perform annual reviews of certain aspects of Trusts.
- Assist in the preparation of bills for the company's services as Trustee by reviewing billing entries in the Company's billing records and providing a description of the services for invoices.
- Assist with the collection of amounts owed for the Company's services as Trustee.
- Perform Patriot Act compliance for all new and transfer trusts and the relevant parties as well as resolve any and all exceptions found during such compliance process.
- Assist in the training of one or more Trust Administrator Assistants, as requested.

- Provide a high level of service to our clients while complying with laws and regulations to which the Company is subject.
- Open proposed account files. Prepare document comparisons (if applicable) for review by Trust Counsel, obtain all documentation needed for account opening, conduct background checks as needed. Establish and maintain excellent communications with client, their attorney and other advisors.
- Finalize documents for execution, seeing that everything needed for review by Trust Counsel has been provided.
- Respond promptly and professionally to client and external inquiries.
- Maintain current knowledge of developments affecting client accounts, including legal, tax and investment issues.
- Adhere to all operating policies and procedures and when working with support personnel, ensure that they have done so as well.