



## JOB DESCRIPTION

**POSITION TITLE:** Data Analyst  
**DEPARTMENT:** Operations  
**REPORTS TO:** Chief Financial Officer

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**FUNCTION:** The primary function of the Data Analyst is to assist in maintaining the transferring of financial data from custodial integrator to the Trust Accounting System for the trusts for which Commonwealth Trust Company serves as trustee. This role may also maintain systems, troubleshoot issues, correct and post transactions, and will help develop improved processes ongoing.

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 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.

### **ESSENTIAL DUTIES & RESPONSIBILITIES (*including, but not limited to*):**

- Maintains Custodial Integration: Adds/Deletes Accounts, Adds Sweep Assets
- Utilizes knowledge regarding Cheetah Transaction Types and associated Broker Composite Types to maintain Cheetah for Transaction Imports and Custody Set-Up
- Pulls Daily Transactions from Custodial Integrator and manipulates in preparation of file load into Accutech Cheetah (2000 lines at month-end, 300-500 daily)
- Identifies patterns within and across brokers for Custodial Integrator
- Maintains Historical Data and Transaction Types
- Inloads Daily File Transaction
- Identifies and Separates Corporate Actions and other Transactions that are unable to be mapped
- Researches and Posts transaction import errors and "other" problem transactions
- Posts Returns of Principal (Manual Creation) and all Other Transaction Types
- Develop and executes reconciliation process to identify transactions daily and provide a trust reconciliation report
- Special data analysis, reporting and accounting projects as assigned

**LEADERSHIP RESPONSIBILTIES:** This position has leadership responsibility within the organization through organizational and communication-based activities inherent in the job duties and responsibilities. This position will be responsible to work very independently at times and perform a critical business function. While this role has no direct reports, it does require the ability to request information from others, give direction when needed and question potential issues and errors.

**CORE COMPETENCIES:**

- Organization
- Attention to Detail
- Problem Solving
- Recognizing Patterns and Data Manipulation
- Technology and Information Systems

**EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:**

- Must have a bachelor's degree in accounting, management information systems, business analytics or related field
- Must have advanced knowledge of Microsoft Excel (mastery of all functions), and Intermediate knowledge of other Microsoft Office applications
- Prior knowledge of and experience in Accounting and Finance required, including familiarity with financial statements
- Past experience with Trust Accounting software preferred
- Experience working with Data analytics software packages a plus

**OTHER REQUIREMENTS:**

- Must be detail oriented and have strong problem solving and communication skills.
- Excels at developing and maintaining good working relationships with colleagues and clients.
- Demonstrates an excellent work ethic, high standards, integrity and understanding of the importance of confidentiality.
- Works effectively with other team members and departments and functions very well with independent responsibilities.
- Must have excellent organizational skills.
- Must have the ability to learn and master new technologies quickly.
- Must be able to recognize patterns, compile and analyze data and find errors.
- Excels at independent research but knows when to ask for guidance or assistance
- Ability to work with large data sets and spend long periods of time reviewing information

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.