



JOB DESCRIPTION

POSITION TITLE: Staff Accountant
DEPARTMENT: Operations
REPORTS TO: Senior Accountant II or Accounting Manager

FUNCTION: The primary function of the Staff Accountant is to assist in maintaining the accounting 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 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*):

- Prepare monthly, quarterly & annual trust accountings for assigned book of business
- Responsible for weekly posting of trust sales/deposits/withdrawals for book of business
- Responsible for daily review of Trust Reconciliation Report to ensure accounts are in balance and providing feedback on errors to Data Integration accountant
- Calculate monthly, quarterly, and annual distributions for assigned book of business, as required
- Responsible for maintaining Commonwealth Trust Company's wire log, rotation among other Staff I Accountants
- Prepare Amortization Schedules for Notes Payable/Receivable within the Trusts, with oversight from Senior I or II
- Verify bank and brokerage account balances for distributions and fund transfers, rotation among other Staff I Accountants (Balance Check)

LEADERSHIP & SUPERVISORY RESPONSIBILITIES: This position has leadership responsibility within the organization through organizational and communication-based activities inherent in the job duties and responsibilities.

CORE COMPETENCIES:

- Organization
- Attention to Detail
- Problem Solving
- Professional Communication

EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:

- Must have a bachelor's degree in accounting
- Must have advanced knowledge of Microsoft Excel, and Intermediate knowledge of other Microsoft Office applications
- Prior experience in Accounting or Audit preferred

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 well with independent responsibilities.
- Must have excellent organizational skills.
- Must have the ability to learn and master new technologies quickly.

PHYSICAL REQUIREMENTS:

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