

Hemenway & Barnes LLP
JOB DESCRIPTION

JOB TITLE: Assistant Trust Administrator
FLSA STATUS: Non Exempt
DEPARTMENT: Trust Department
SUPERVISOR: Director of Trust Operations and Trust Administration Manager

SUMMARY: To support the Administrative responsibility for opening new accounts in the trust department, assisting with the coordination of major events during the life of a trust, and facilitating the closing of accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be requested and/or assigned. Regular and predictable attendance is an essential function of the position. Essential functions are primary job duties that an individual must be able to perform successfully with or without a reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works with Trust Administrator and potentially Trustee and Secretaries to coordinate the opening of new trusts. Become familiar with trust instruments in order to help with the setup of new trust accounts. May be asked to meet with trustee to review all pertinent information and coordinates the transfer of assets. Assist with the processing of the receipt of new assets for trusts and provides transfer instructions to counterparty.
2. Works with Trust Administrator to coordinate the Closing of trust accounts and takes direction to distribute assets following established policies and procedures. Coordinates distribution of securities or cash on closing.
3. Oversee the process as it relates to our payroll vendor and private bank, from set up to day to day processing .
4. Responsible for the Insurance Trust book of business, including but not limited to the ensuring premiums are paid timely, gifts letters are sent and all appropriate follow up is done to ensure there is no lapse in coverage. Accountability for entire process will fall on this individual, with support being provided as needed / requested from Trust Administrator or Trust Operations Manager.
5. Will be responsible for reviewing, researching and facilitating the resolution for all overdrafts as they occur in client trust accounts, first working with the Trust Administrators and if directed, then working with the Trustees.
6. Responsible for working with the Trust Administrator to initiate instructions for AD HOC requests that come across the Trust Administrators desks, including but not limited to incoming and outgoing wires or checks. Included with this would be the processing of interfamily loans that may require principal amortization according to a schedule that is maintained by the holder of this role.

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7. Will need to be familiar with trust client gift processing, either from an individual or a charitable entity perspective. This includes the calculation of and modification of Fair Market Value in the Trust Accounting system.
8. Will need to have a working knowledge on how to open a new account in the Trust System, including creating and modifying client records and events.
9. Will be a backup for the processing of incoming and outgoing wires, checks and ACH client requests, whether to support coverage or unexpected heavy volumes.
10. Assumes additional responsibilities as requested by the Manager of Trust Operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of basic trust administration at a level normally acquired through completion of a Bachelor's Degree or equivalent work experience.
2. Approximately one to three years of related trust administration experience including knowledge of trusts, estates and fiduciary and individual tax requirements.
3. Ability to organize and prioritize numerous tasks and complete them under time constraints.
4. Interpersonal skills necessary in order to communicate with trust administrators, partners, attorneys and staff, in person and by phone, and provide information and "customer service" with ordinary courtesy and tact while safeguarding confidentiality. These communication skills should also extend to external contacts such as vendors and potentially clients, specifically as it concerns the Insurance Trusts accounts.
5. Should be inquisitive and detail oriented, with excellent critical thinking skills. Expectations are for a high level of follow through from discovery through resolution.
6. Work occasionally requires a high level of judgment, mental effort and/or strain when performing essential duties. Must be able to perform the essential duties of the position with time constraints, interruptions, and stressed attorneys and staff.
7. Ability to use data base software, spread sheet, and word processing software and equipment to complete analysis and reports.
8. Work occasionally requires more than 35 hours per week to perform the essential duties of the position.

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This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Date of Last Update: June 2018