Hemenway & Barnes LLP

TRUST DEPARTMENT CLIENT PAYABLES CLERK

This is a full-time position within the Trust Department primarily responsible for client bill paying, which includes distributions to clients and their vendors, including but not limited to making tax payments on behalf of clients to the IRS and various state revenue collection entities, as well as paying the firms legal and other services rendered expenses incurred by client.

- Bill paying requires attention to detail and the proper selection of disbursement and tax treatment codes. Work must be done in a timely fashion with attention to detail. A successful candidate must develop a strong knowledge of the custody bank system to verify cash balances.

- Responsible for scanning new trust documents and amendments onto the Trust Department database.

- Filing includes the hardcopy backup from bill paying, account openings and closings, asset transfers and other related matters. Files are organized by both client and work item.

- Position also responsible for receiving in and ensuring the timely posting of incoming check deposits to ensure cash is properly reflected in client accounts.

- Position will also entail being effectively cross trained on other Trust Operations tasks, with the expectation to cover for others as they are out of office.

Position Requirements:

The ideal candidate will have a bachelor's degree, preferably in a business-related field. Related experience in lieu of education requirement will be considered.

Strong Microsoft Excel, Word and Outlook knowledge is essential. Candidate must have a client service oriented personality, as there is constant interaction with investment officers and their administrators, as well as outside vendors. Candidate must also be able to multi task as the type of work required changes throughout the day.

Successful candidate must exhibit the following:

- Exceptional attention to detail
- Excellent judgement, with the ability to anticipate impact to client experience.
- Strong organizational skills, with an unflappable sense of urgency, particularly during periods of high volumes
- Ability to effectively escalate to supervisor if volumes are to high or if issues arise.
- Effective verbal and written communication skills, and the ability to work effectively with all departments.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply: Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.