

UNITED SOUTHERN BANK

Job Title: Trust Officer

FLSA status: Exempt

Department: Trust Department

Reports to: Senior Trust Executive

Job Summary:

The Bank Trust Officer will provide clients with expert advice on trust and estate matters, creating and overseeing trusts under the terms of the governing trust documents.

Duties/Responsibilities:

- Assists clients with formation of new trust accounts, providing advice concerning types of trusts and arrangements that are best suited for the situation.
- Collaborates with client's attorney to draft legal documents specifying trust and estate provisions, duration, and other matters.
- Collaborates with the banks investment analysts to choose appropriate investments based on long-term financial goals and the best interests of the beneficiaries; ensures that fiduciary judgment is followed in investment of the trust.
- Facilitates the process of transferring funds and assets to corpus of trust.
- Collects income or proceeds from sales of assets and deposits funds in trust accounts.
- Facilitates payment of debts, liquidation of liabilities, and disbursement of funds as needed by the beneficiaries and conditions of the trust.
- Prepares and reports financial accountings for grantor, beneficiaries, executors, and/or courts as required by specific provisions of a trust agreement.
- Prepares, files, and pays, or oversees preparation and payment of applicable state and federal taxes for the trust.
- Promotes the banks trust services to clients, community members, and business associates.
- Acts as personal financial advisor when specified by the guidelines of the trust agreement.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Thorough understanding of tax law, investments, financial planning, and financial ethics.
- Ability to identify appropriate options for clients in terms of investment and liquidation.
- Ability to maintain confidentiality.
- Excellent mathematical ability.
- Ability to maintain tact, composure, and professionalism when situations become stressful.

Education and Experience:

- Bachelor's degree in Banking, Finance, Accounting, or related field required; Master's degree, strongly preferred.
- At least three years of experience with a bank, investment bank, law firm, or stock brokerage.

Physical Requirements:

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