



Title: Trust Operations Associate (Onsite Position)

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

The Trust Operations Associate works under the Trust Operations Manager in our Overland Park, Kansas location. The Trust Operations Associate's primary responsibility is to process cash requests upon the instruction of the Trust Officer or the Trust Admin Associate. In addition, the role will perform a variety of functions within trust operations, using trust systems and other computer applications. The Trust Operations Associate must communicate effectively with a variety of constituents, both internal and external.

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES

- Schedule incoming or outgoing ACH transactions, wire transactions and checks via the trust accounting system
- Work with internal service teams and external partners to coordinate check deposits, complex ACH, check and wire transactions
- Assist in resolving ACH, check and wire transaction questions
- Research and help clear cash & custodial transaction discrepancies
- Accurately apply funds for fee receivables and loan payments
- Assist in the investigation and research of disputes and suspicious or fraudulent activities, as needed.
- Exception research and clearing
- Accurate input and maintenance of data in trust systems
- Creation and generation of dashboards, management reports, and other trust reporting needs, on an ad hoc and scheduled basis
- Ensure appropriate access & maintain accurate inventory of onsite vault
- Special projects, as needed

REQUIRED EXPERIENCE / QUALIFICATIONS

- Associate's or Bachelor's Degree
- Ability to meet inflexible deadlines
- Strong organizational and time management skills
- Keen attention to detail and strong problem-solving skills
- Basic Microsoft Office skills (Word and Excel)

PREFERRED EXPERIENCE / QUALIFICATIONS

- 3-5 years of prior experience in trust services field