

**VERABANK WEALTH MANAGEMENT  
JOB DESCRIPTION**

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**JOB TITLE:** Portfolio Management Administrator

**DEPARTMENT:** Wealth Management & Trust

**SUPERVISOR:** Chief Investment Officer

**FLSA STATUS:** Non-Exempt

**DATE:** July 1, 2026

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**JOB SUMMARY**

The Trust and Wealth Management Department Portfolio Management Administrator supports portfolio managers in the construction, monitoring, and administration of investment portfolios for trust, fiduciary, and wealth management accounts. The role focuses on portfolio reporting, compliance with documentation, collaboration with team members, cash monitoring, and portfolio rebalancing.

**DUTIES AND RESPONSIBILITIES**

**1. Portfolio & Investment Support:**

- a. Assist with portfolio construction, rebalancing, and monitoring
- b. Prepare asset allocation analyses and client presentations
- c. Conduct security and fund research
- d. Monitor compliance with IPS, concentrations, and risk concerns

**2. Performance Reporting & Analysis:**

- a. Prepare performance and attribution reports
- b. Support quarterly and annual reviews
- c. Identify underperformance and trends and report to Portfolio Manager

**3. Fiduciary & Regulatory Support:**

- a. Ensure compliance with trust documents and fiduciary regulations (Reg 9s)
- b. Maintain investment documentation
- c. Support audits and examinations

**4. Client & Relationship Support:**

- a. Assist with client meetings and responses to inquiries
- b. Support onboarding and investment transitions
- c. Assist with customer inquiries

**5. Trading & Operations Coordination:**

- a. Coordinate trade execution and settlement
- b. Monitor cash flows and liquidity needs

**6. All other job duties as assigned.**

## **COMMUNICATION**

Frequent direct contact with customers. Daily contact with co-workers. Daily contact with other bank departments as well as auditors.

## **SPECIFIC REQUIREMENTS**

1. 2-year college degree or equivalent experience
2. Excellent oral and written communication skills.
3. Excellent customer service skills.
4. Knowledge of personal computer and office equipment.
5. Basic accounting skills.

## **PREFERRED REQUIREMENTS**

6. 4-year college business degree.
7. Ability to learn and adapt to new technologies and systems.
8. Ability to work independently and as part of a team.
9. Excellent time management skills.
10. Knowledge of word processing and spreadsheet software.
11. Detail oriented.
12. Knowledge of various banking departments.
13. Skills related to organizing, planning, and interpersonal skills.

## **PHYSICAL REQUIREMENTS**

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Work involves frequent and repetitive movements of the wrist and hand. Work also involves some occasional lifting and carrying of objects weighing up to 20 pounds.

## **NOTICE**

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

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Employee

Department/Division Manager

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Date

Date