

**VERABANK WEALTH MANAGEMENT  
JOB DESCRIPTION**

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**JOB TITLE:**           **Wealth Management Administrative Assistant**

**DEPARTMENT:**   **Wealth Management**

**SUPERVISOR:**     **Wealth Management Manager**

**FLSA STATUS:**    **Non-Exempt**

**DATE:**             **September 1, 2020**

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**JOB PURPOSE**

To make a positive long-term contribution to the growth and profitability of VeraBank Wealth Management by:

1. Assisting Trust Officer(s) in providing excellent customer service to internal and external clients, and by
2. Maintaining the quality and integrity of service provided to clients of VeraBank Wealth Management.

**DUTIES AND RESPONSIBILITIES**

1. Assists trust administrator with general administrative functions, including meeting with customers, review of trust agreements, correspondence, and client requests.
2. Processes accurate and timely deposits and disbursements for clients
3. Processes the opening and closing of accounts in compliance with policies and procedures
4. Monitors timely and accurate remittance of income tax returns and quarterly estimates.
5. Verifies insurance coverage for trust properties. Monitors annual real estate inspections and appraisals. Maintains copies of appraisal district valuations when used as the documentation for market value.
6. Assists administrator in researching information for Reg 9 reviews and checks the systems to make sure all approved changes are reflected on the trust accounting system.
7. Assists administrator in monitoring daily transactions reports and daily cash ledger reports.
8. Retrieves, opens, stamps and distributes the mail.
9. Images and files trust documents and maintains investment and periodical books.
10. Processes oil and gas checks.
11. All other job duties as assigned.

## **CONTACTS**

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

## **SPECIFIC REQUIREMENTS**

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

## **PREFERRED REQUIREMENTS**

1. Ability to work independently and as a team
2. Excellent time management skills.
3. 4-year college business degree.
4. Knowledge of Trust Accounting systems.
5. Knowledge of word processing and spreadsheet software.
6. Detail oriented.
7. Knowledge of various banking departments.
8. 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