Professional Staff Opportunity

Trust Administrator

This position is responsible for scheduled remittances, daily money market funds, and opening and closing probate accounts for both fiduciary and individual clients.

Location

Boston, MA

Qualifications

- Minimum of five years' of related experience
- Bachelor's degree, with concentration in accounting or finance preferred
- Experience with Buy-All accounts and/or custodial aggregation within a trust organization
- Excellent communication, interpersonal, organizational, and administrative skills, with meticulous attention to detail
- Ability to take initiative, work independently, and assume responsibility to prioritize multiple tasks, deal with urgent client needs, and work under tight deadlines

Responsibilities

- Daily review and management of a group of fiduciary accounts
- Invest and withdraw daily money market funds for scheduled remittances
- Prepare checks, wire distributions, tax coding of transactions, bill paying and statement review, working closing with trustees
- Prepare input and post-transactions for a group of outside brokerage custody accounts through the use of data aggregation software
- Maintain relationships with outside investment advisors and clients
- Handle all trust requests, gifts made from and to trusts, and communicate with trustee and custodian bank regarding same

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- Handle opening and closing probate accounts including, but not limited to setting up files, coordinating report frequencies and providing beneficiaries with related information
- Prepare annual accountings
- Assist other team members as needed
- Perform other duties and special projects as assigned

To apply for this position, please visit www.nixonpeabody.com/careers.asp or go to http://selfapply.nixonpeabody.com. **For consideration, all applications must be received no later than Tuesday, January 31, 2012.**

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