

JOB DESCRIPTION

Position Title: Trust Accounting Supervisor
Department: Accounting
FLSA: Exempt
Reports To: Controller, Trust Accounting

Description

Responsible for all aspects of trust/corporate accounting functions. Oversee the accounting staff. Ensure accounting records are properly maintained and reports are issued timely. Ensure company's compliance with client policies and regulatory requirements.

Required Skills /Knowledge

- Bachelor's Degree in Accounting (preferred), or 5+ years experience in Accounting
- 5+ years of financial and operational management
- Budgeting, financial analysis and cash flow monitoring experience
- Thorough knowledge of accounting principles and procedures and internal controls
- Proven effectiveness managing others and team-building
- Strong interpersonal, verbal, and written communication skills
- Detail oriented with strong organizational and analytical skills
- Ability to multi-task with attention to meeting deadlines
- Proficient in Excel, Word, and 10-key by touch

Preferred Skills/Knowledge

- CPA and public accounting experience preferred
- Payroll audit experience preferred
- QuickBooks or similar accounting system experience preferred
- Payroll and tax preparation experience preferred

Essential Duties

- Oversee the trust accounting staff, including monitoring and evaluating work performance and provides constructive feedback for improvement
- Ensure all trust funds are compliant with the reporting and disclosure requirements of the trust fund policies, DOL, IRS and other regulatory and governmental agencies
- Prepare reports to regulatory and governmental agencies as required
- Oversee the weekly payroll processing function for the trust funds
- Manage the annual audit process for trust funds, review audited financials and tax returns
- Work closely with the trust funds' directors to prepare annual budgets for presentation to the trustees
- Work closely with the company's operating departments and trust funds' service providers to prepare presentations to the client trust funds' trustees
- Work closely with trust funds' service providers to coordinate the implementation of trustee approved decisions
- Work with other departments to streamline the workflow between accounting and the departments
- Prepare monthly trust fund financial statements, including reconciling bank accounts, preparing journal entries, notes to financials, budget variance analysis
- Prepare monthly trust fund cash flow estimates and coordinate source of cash with the investment monitor
- Review trust fund cash disbursements prepared by trust accounting staff daily

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- Review trust fund financial statements prepared by trust accounting staff monthly
- Prepare trust fund general excise tax filing
- Prepare trust fund bank signature authorization cards and dual authorization forms
- Work with audit staff on trust collections.
- On interim basis, perform all corporate accounting functions, including processing disbursements and receipts, invoicing clients, preparing monthly financials & variance analysis, annual budget and cash flow projections
- Perform other duties as assigned by the Controller, Trust Accounting
- As a supervisor, attend mandatory meetings as scheduled

Other Duties

- Assist in all areas of accounting where needed

Physical Demands

- Lifting and carrying file boxes up to 25 lbs.

Working Conditions

- Standard office setting where the environment is subject to electronic hardware

Work Shift

- Monday to Friday, 8:00 AM – 4:00 PM
- One-hour unpaid lunch, 12:00 PM – 1:00 PM
- Although there is a regular work schedule, additional work hours are occasionally required

Accepted By: _____

Employee's Signature

Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.