



## **TRUST ADMINISTRATOR**

**Financial Center, 425 US Hwy 6 E  
Geneseo, IL**

***Full Time  
Monday through Friday  
Exempt Salaried***

**This is an in-person position, not remote or hybrid.**

### **FUNCTION OF JOB**

The Trust Administrator assists with the general administration and operation of the Trust & Asset Management Division in coordination with Trust Officers and the Trust Operations team. The position has responsibility for the management and administration of all departmental account types such as personal trusts, agencies, employee benefits, custodial, estates, guardianships and IRAs to name a few.

### **ESSENTIAL KNOWLEDGE & SKILLS**

- Administers all aspects of account and client relationships, including but not limited to distributions, investment management, fees, and tax issues
- Monitors investments within client accounts and takes action as necessary based upon contributions, distributions or at the direction of the client and/or Trust Investment Committee
- As directed by Trust Officer(s), execute buys and sells for securities
- Coordinates client activities with the Trust Officer, Co-Trustees, Attorneys, Tax Preparers, Beneficiaries or others as necessary to fulfill the bank's fiduciary responsibilities
- Assists in the development of new business and client relationships
- Keeps abreast of changes in fiduciary, tax and account laws, and regulations surrounding account administration
- Assists in preparation for all reporting for compliance with government and departmental requirements
- Assists with and prepares various departmental reports, correspondence and technical documents
- Other various duties within the scope of department operations

### **EXPERIENCE & KNOWLEDGE**

- Must be trustworthy and discreet regarding confidential information
- Ability to deal effectively, tactfully, patiently and pleasantly with clients
- Excellent communication skills using proper grammar to articulate and form relationships with clients and co-workers in a professional demeanor, both in writing and orally

- Have a strong attention to detail and conscientious work ethic
- Having prior knowledge in securities and investments with an understanding of transactions, asset types and processing of dividends is beneficial
- Should have adequate knowledge of tax laws and how they affect estate planning in order to achieve desired results for trust clients
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with all department team members
- Willing to adapt to change in procedures and tasks
- Should be a self-starter with desire to take initiative, possess the ability to handle multiple job duties simultaneously and be emotionally mature in handling stress
- Experience with designated software programs such as Outlook, Excel, and/or Word. Prior experience with trust platforms helpful.
- Should be able to discover, analyze and research account problems and recommend solutions as appropriate
- Must be reliable and dependable with punctuality and attendance

## **EXPERIENCE & KNOWLEDGE**

An Associates Degree in business, finance, accounting, or related field is desired. The preferred candidate must have two (2) to five (5) years of experience with a Trust Department, bank or company with a related position.

## **BENEFITS\***

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

Interested applicants should send resume and cover letter to:

Central Bank Illinois  
 Attn: Tyler Mackey, VP – Trust Officer  
 PO Box 89  
 Geneseo, IL 61254

Or email to: [recruiter@central-bank.com](mailto:recruiter@central-bank.com).

*Posted 10/30/24  
 Equal Opportunity Employer*

*\*Some benefits include an eligibility waiting period*