# IDAHO TRUST BANK

# Wealth Management Operations Associate
# (Cash Management Desk)
# JOB DESCRIPTION

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| **TITLE:** | **Wealth Management Operations Associate** | | |
| **FLSA:** | **Non-Exempt** | **SALARY RANGE:** | **Depends on experience** |
| **SEGMENT:** | **Trust Operations** | **LOCATION:** | **Boise** |
| **CATEGORY:** | **Part Time** | **REPORTS TO:** | **Trust Operations Manager** |
| **HOURS:** | **25-30 Hours per week** | **DATE:** | **January 28, 2020** |

## SUMMARY

In this role, you will provide administrative and technical support to the operational function of the bank's Wealth Management Department. The Operations Associate is expected to uphold our corporate values, actively participate in company initiatives, be an active member of project teams, and have the drive to continually grow and learn in a forward-thinking company.

## ESSENTIAL DUTIES

- Responsible for processing cash disbursements via ACH, check, bank transfers and wires.
- Process stop payments.
- Process deposits to client accounts.
- Process withholding taxes on Federal and State website.
- Process estimated tax payments.
- Process property tax payments.
- Process Bill Pay transactions.
- Process domestic and foreign wires
- End-of-Day settlement and balancing.
- Perform research required to resolve issues as may result from trust account activity or transactions.
- Support the Operations Manager as needed.
- Other job duties as assigned.

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### REQUIRED QUALIFICATIONS

- Ability to manage multiple tasks simultaneously within strict deadlines and with a high degree of accuracy.
- Ability to use a personal computer.
- Ability to use word processing, spreadsheet or other job related software programs.
- Constructively interacts with co-workers, provides coverage and cross training as needed.
- Ability to participate as a member of a team, assisting in other projects as needed or as assigned.

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### SECONDARY DUTIES

The candidate performs duties specific to the position and other functions as assigned. Back-up teammates as needed.

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### ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office type setting in which he or she is free to move about at will. The position includes driving a personal owned vehicle approximately 5% of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **20** pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), check protector, scanner and image systems, scanning equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as directed.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

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### MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Associates degree (AA) from a college or university, preferably in Business with an emphasis in Accounting. Work related experience should consist of a background in wealth management with an emphasis in trust operations, trust administration or investments. At least 1 year related experience and/or training; or the equivalent combination of education and experience. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be applicable to the financial industry.
- Knowledge of trusts, estate planning, and trust taxation.
- Excellent critical thinking, organizational and time management skills.
- Attention to detail.
- Intermediate Microsoft Excel and Microsoft Word skills.