

JOB TITLE:

Trust Clerk

FLSA:

Non-Exempt

DEPARTMENT:

Accounting

REPORTS TO:

Accounting Manager

SUMMARY:

Under moderate supervision of the Accounting Manager, Trust Clerk supports the Trust Accountant and is responsible for providing financial, administrative and clerical support in order to ensure effective, efficient and accurate financial and administrative operations. This includes but not limited to: receiving trust funds, recording daily receipts and ensuring bank deposits are made; batch processing settlement allocations and client statements for mailing, and responding to additional ad-hoc reporting and disbursement requests. The Trust Clerk will also work closely with the accounting team and assist with various projects to meet departmental goals and objectives.

MINIMUM REQUIREMENTS:

- An Associate's degree in Finance, Business or a related field or currently working towards a Bachelor's
- One (1) to two (2) years of progressively responsible professional work experience, particularly in the areas of Trust Accounting or Accounts Receivable
- Intermediate to advanced knowledge of MS Excel
- Basic knowledge of general office procedures
- Strong organizational and time management skills
- Basic knowledge of MS Dynamics preferred

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Receive daily mail, record trust receipts and ensure trust bank deposits are made
- Facilitate the timely and accurate disbursement of client funds from Firm's trust accounts
- Assist various practice groups with the creation and processing of settlement allocations and client statements
- Prepare monthly mailings of trust funds disbursed to co-counsel and monitor contact information
- Work closely with legal staff to review stale-dated trust checks, research trust balance history to reissue funds as necessary
- Update weekly reporting of trust balances
- Assist accounting department with additional general accounting and administrative functions as needed
- Research for and frequent communication with paralegals and other legal staff

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position.

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. EOE. We participate in e-Verify.