

## **JOB DESCRIPTION**

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**Job Title:** Corporate Trust Administrator      **Location:** Remote

**Department.:** Corporate Trust      **Last Revision Date:** April 10, 2018

**FLSA Status:** Exempt

**REPORTING STRUCTURE:** Reports to the Department Manager

**GENERAL FUNCTIONS:** Maintain strong client service relationships with all customers and perform daily administration and management of church bond issues. The Trust Administrator's primary responsibilities are as Trustee/Paying Agent/Escrow Agent of the assigned bond issues and to coordinate closely with the broker dealers, bond issuers, and bondholders.

### **DUTIES & RESPONSIBILITIES:**

- Manage new and existing bond issues;
- Maintain strong client and broker dealer relationships;
- Serve as liaison between assigned broker dealers, clients, legal counsel, title companies, and insurance companies;
- Work closely with Operational Department within the Company;
- Evaluate new bond issue packages by obtaining financial statements, reviewing draft Prospectus, appraisals, entity documents, title insurance, and other pertinent documentation;
- Review Trust Documents as prepared by attorney;
- Ascertain new bond issues meet acceptance criteria;
- Seek committee approval for new issues;
- Assign trust numbers and establish new issue legal files;
- Prepare and negotiate documentation for new bond issues, ensuring compliance with state requirements and bank policies;
- Input new issue set-up information on system and provide Operations with amortization schedules and new set-up information;
- Determine proper execution, recording and filing of legal documents;
- Review final title insurance policies for appropriate coverage;
- Ensure all funding requirements have been satisfied prior to initial advancement of escrow proceeds;
- Monitor bond sales activity to ensure collected sales balance with reported broker/dealer sales;
- Process Payment Applications – disburse escrow proceeds for construction projects and refinancings, in accordance with bank policies and procedures and State regulations;
- Calculate payoffs and administer exchange/refinance programs;
- Timely notification to bondholders of early calls/payoffs and collection of payoff funds;

- Maintain bond issue legal files in accordance with Company standards;
- Prepare release documents;
- Establish special escrows as deemed necessary for property sales, eminent domain, and/or insurance claims;
- Timely follow-up of delinquent sinking fund accounts;
- Close legal and escrow files;
- Prepare quarterly management reports;

**SKILLS & REQUIREMENTS:**

- BS or BA Degree with emphasis in Finance or equivalent work experience;
- Experience in Trust Documentation preferred;
- Ability to prioritize, handle multi-tasks, and work under time constraints;
- Effective customer service skills, strong oral and written communication skills and exceptional organizational skills are a must.
- Working knowledge of insurance and church bonds helpful;
- Knowledge of CTS, Corporate Universe and AddVantage systems and PC skills helpful;

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.

**ACKNOWLEDGMENT OF JOB RESPONSIBILITIES**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_