

JOB DESCRIPTION

Position Title: Trust Accounting Supervisor
Department: Accounting
FLSA: Exempt
Reports To: Controller, Trust Accounting
Salary: \$75K to \$80K

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
- Review trust fund financial statements prepared by trust accounting staff monthly

Job Description

Position: Trust Accounting Supervisor

- 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

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