

Job Description

Trust Fund Administrator

REPORTS TO: Director of Investments
BASED AT: Barnabas Foundation, Crete, IL
SCHEDULE: Full-Time
PURPOSE: Support the mission of Barnabas Foundation by administering the Common Trust Fund (CTF) investment activities.

KEY RESPONSIBILITIES

- Management of Cash Equivalents Fund
- Internal record keeping, reconciliation and reporting of Cash Equivalents Fund
- Manage the monthly rebalancing process of the CTF
- Monitoring of all investment managers performance and reporting
- Collection and reconciliation of monthly investment reports
- Preparation of investment related documents for signature including subscription agreements, tax forms and compliance documentation
- Collection and review of all financial statements, audit reports and tax statements
- Attend all meetings of the Investment Committee
- Assist with preparation of periodic summary of performance for donor statements
- Prepare specific account investment performance reporting as needed
- Answer calls or attend meetings of account holders with assets invested in CTF
- Other duties as assigned

QUALIFICATIONS

Qualifications of a successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Exceptional attention to detail and a commitment to accuracy.
3. Investment advisory, trust company or private banking office experience is preferred.
4. Proficient understanding of finance and investment principles.
5. Dependable, self-starter with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
6. Good written and verbal communication.
7. Proficiency with Microsoft Office programs, including Word, Excel, and Outlook.
8. Trustworthy and able to keep sensitive information confidential.
9. Ability to provide quality customer service with a positive attitude.
10. College degree or equivalent experience preferred.