

Trust Management Network LLC has a position for Trust Operations Analyst in Dallas, TX. Duties: Analyses and evaluates trust operations processes and procedures related to operational, accounting, and record-keeping services provided to client institutions; processes daily transactions and account reconciliations on behalf of client institutions. Works collaboratively with client services and production teams to analyze and evaluate the suitability and effectiveness of internal systems and controls related to accounting, clerical, ministerial, and recordation activities. Collects and analyzes data to detect deficient controls, duplicated effort, and/or non-compliance with laws, regulations, and management policies. Prepares management reports on the effectiveness, efficiency, and completeness of operational, accounting, and record-keeping activities. Recommends operational changes to improve core business process and/or address client service issues. Assists senior management with reviewing and documenting trust operations policies, procedures, and performance standards. Processes securities and/or cash disbursement transactions on behalf of clients in accordance with established policies, procedures, and performance standards. Performs daily account reconciliations (and item corrections) and prepares monthly reconciliation and accounting reports for client review. Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and trust accounting standards. Education: Bachelor's degree in Business, Finance, Accounting or related field. Two years experience in Security Operations. Experience in client services, securities processing, cash processing, FIS Charlotte. Mail resume to Trust Management Network LLC, 4849 Greenville Avenue, Suite 1450 LB 33, Dallas, TX 75206