

Concord Trust Company, LLC – Business Accounting Analyst

Concord Trust Company, LLC (“CTC”) is a non-depository trust company that provides flexible and cost-efficient directed trustee services to high net worth individuals and their trusted advisors. CTC strives to be a best-in-class trust services provider, focusing on specialized services that offer our clients access to both South Dakota’s and New Hampshire’s advantageous trust and tax laws.

To support recent growth, CTC is looking to expand by adding an additional entry level team member as **Business Accounting Analyst**.

Qualifications:

- Bachelors Degree in Business or Accounting
- Proficient with Microsoft Excel and a strong understanding of PC systems
- Desire to master new accounting systems
- Strong communication skills
- Self-starter: ability to work calmly and confidently through ambiguous situations, set priorities, and track/resolve issues

Responsibilities:

- Process daily trust transactions in trust-owned broker accounts:
 - Load and post daily transactions in trust accounting system;
 - Research and resolve exceptions as they arise;
 - Review and manage daily reconciliation report.
- Month-end broker account reconciliation:
 - Perform monthly reconciliations of trust accounting system to assets held away.
- Provide support for other trust accounting department activities:
 - Recording and assisting with maintenance of new trust assets;
 - Posting of cash activities;
 - Monthly fee processing;
 - Preparation for quarterly regulatory filings and regulatory exams;
 - Internal audit program procedures;
 - Other ad-hoc projects as they arise.

Reports To: Director of Trust Accounting

Location: Rapid City, South Dakota, after 1-month training in Bedford, New Hampshire

Compensation: \$42,000 base, plus discretionary bonus

Benefits: Paid vacation and sick leave; health and dental insurance; 401K retirement plan

Send Resume to: apowell@concordtrustcompany.com