



OPERATIONS ADMINISTRATOR - FUND SERVICES

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| Posting Date: | 2/7/2023 |
| Department: | Operations |
| Preferred Location: | Louisville Metro |
| Posting Number: | HR 23-2-01 |

Position Summary

This position is responsible for all duties associated with account maintenance and distributions.

Scope and Breadth of Position

This position reports to the Operations Manager, Fund Services. This position has no reporting staff.

Essential Job Accountabilities

- Process daily, monthly, quarterly, and annual remittances for internal and external stakeholders via check, ACHs, wires, and transfers.
- Responsible for monthly, quarterly, and annual statement processing, and electronic statement set up and modifications.
- Process daily cash management (sweep) for all institutions and money market interest monthly.
- Responsible for voiding and reissuing payments to beneficiaries.
- Responsible for processing account transaction funding instructions and updating trust accounting and client relationship management systems as needed.
- Responsible for processing loan requests for Presbyterian agencies as received.
- Provide back up for the other team members as needed.

Relationships

Must be a team player and possess the ability to work closely with other members of the organization.

Experience and Job Related Requirements

- 1-3 years' experience in Operations with knowledge of trust accounting systems preferred.
- Bachelor's degree in Business, Finance, or Accounting preferred.
- Strong customer service and communication skills are essential.
- Strong interpersonal, organizational, and time management skills.
- Strong mathematical aptitude and proficiency in logical reasoning skills.
- Detail oriented
- Ability to perform well under pressure.
- Ability to organize and prioritize multiple tasks to meet deadlines with minimal supervision.
- Proficient in Microsoft applications (Excel, Word, etc.)
- Excellent research and problem-solving abilities

- Team player with an inquisitive mind and a desire to learn.
- Accountable, dependable, and self-motivated

Physical Requirements

- Communicate orally with management and co-workers, both individually and in a group/team.
- Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common.
- Hearing and vision within normal ranges are essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

Work Environment

The job is performed indoors in a traditional office setting.

**Forward resume to Yveshia Klingman
Yveshia.Klingman@presbyterianfoundation.org
Attn: HR Posting #23-2-01**

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