

# TRUST COMPLIANCE INTERN

## About New Covenant Trust Company, N.A.

NCTC empowers churches, church institutions and church members to create and sustain healthy and vibrant ministries through faithful stewardship of their investments. A subsidiary of the Presbyterian Foundation — America’s second-oldest charitable foundation, founded in 1799 — NCTC was established in 1998 to offer full-service financial planning, investment management and trust services. Our purpose is driven by the shared faith, values and integrity of the Presbyterian Church (U.S.A.).

We are passionate about taking exceptional care of each and every client while advancing the mission of the church. As a limited purpose national bank federally regulated by the Office of the Comptroller of the Currency (OCC), we are the trusted fiduciary partner our clients rely on. We’ve experienced tremendous growth over the past decade, with assets under management increasing from \$47 million to over \$600 million. NCTC is now focused on future expansion of our services to help even more churches thrive.

## Key Responsibilities (in Priority Order)

### 1. Trust Accounting Requirements by State (Highest Priority)

- Research trust accounting and reporting requirements for each U.S. state.
- Compile and organize findings into a clear reference document that outlines:
  - What information trustees are required to provide
  - Reporting frequency
  - Who is entitled to receive the information
  - Any special or unique state-specific rules
- Summarize complex regulatory information in an easy-to-understand format for internal use.

### 2. Escheatment Research Project

- Research state-specific dormancy and escheatment laws across all applicable jurisdictions.
- Develop a comprehensive summary comparing requirements by state.
- Present findings in a structured and consistent format to support compliance efforts.

### 3. Policies and Procedures Review Project

- Assist with a comparison of existing policies and procedures against relevant regulatory and industry resource materials.
- Support regulation-to-policy mapping to identify alignment, gaps, or areas needing updates.
- Conduct additional research related to policies and procedures as needed.

### 4. Compliance Support Activities

- Assist with general compliance reviews, including account and file due diligence checks.

- Help ensure documentation is complete, organized, and properly maintained.
- Flag missing or outdated information for follow-up by the compliance team.

#### **5. Internal Audit Preparation Support**

- Provide administrative and research support for internal audit preparation activities.
- Assist with document gathering, organization, and tracking as requested.
- Support audit readiness efforts under the direction of staff.

#### **6. Vendor Management Support Project (Lower Priority)**

- Assist with vendor management clean-up efforts, including removing outdated due diligence documents.
- Conduct basic research related to vendor management as assigned.
- Help organize vendor-related information to improve accessibility and accuracy.

**Forward resume to Yveshia Klingman  
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*The Presbyterian Church (U.S.A.) Foundation, along with its subsidiary New Covenant Trust Company (NCTC), are Equal Opportunity Employers. We provide equal opportunities in all employment positions, regardless of age (as defined in the Age Discrimination in Employment Act), disability, sex, national origin, race, color, creed, religion, sexual orientation, gender identity, gender expression, or veteran status.*