



JOB POSTING

American National Bank is committed to providing Equal Opportunity in Employment. The Bank is continually trying to improve recruitment, employment, development and promotional opportunities for its employees. Our selection decisions are based on job related factors and not on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status.

POSITION: Trust Administrator
JOB REFERENCE #: 01-299
LOCATION: Cherry Creek
DEPARTMENT: Wealth Management
REPORTS TO: Trust Manager
POSTING DATE: September 4, 2009

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains a current knowledge and compliance with Bank Secrecy Act (BSA) requirements.
- Managing the client relationship, monitoring the compliance and trustee requirements, participate in the coordination of the operations and investment process to ensure correct procedures, accuracy, and timeliness requirements are being met.
- Working knowledge of estate planning, trust, and legal concepts with experience in reading and understanding estate plans and the tax implications of executing the plan.
- Strong background in basic to advanced financial concepts including tax, legal, investments and planning.
- Experience in business development with an emphasis on developing strong relationships with attorneys. May be required to speak at group functions or events.
- Maintain active communications with clients to ensure client's needs are being met.
- Reviews proposed and current estate plans to assess appropriateness to client's objectives and the viability of ANB to act as trustee.
- Present to trust committee requests for distributions with explanation of suggested course of action with validation from the pertinent language of the governing trust document.
- Work with settlors', trust beneficiaries, and portfolio managers to assist in determining account objectives that are consistent with the language of the trust document.
- Maintain current knowledge of investments, tax, and legal issues affecting the fiduciary industry.
- Meet with clients and prospects and centers of influence inside and outside of the bank.
- Work with other American National Bank personnel to create awareness of Wealth Management services in an effort to grow trust and investment portfolio.
- Attend and participate in client development events and bank sponsored community events.
- Performs duties under minimal guidance and direction of the Trust Manager.
- Delivers quality of service as defined by department standards

JOB REQUIREMENTS:

- Four year college or university degree with emphasis in finance, accounting, and marketing
- 6+ years Personal Trust Administrator experience.

EQUAL OPPORTUNITY EMPLOYER

Internal Transfer Applications are available on HR Access site under Employee Forms or from your HR Manager.