

ADVANTAGE TRUST COMPANY

TITLE: Operations Officer

DESCRIPTION: The Operations Officer is responsible for the daily operational functions of Advantage Trust Company. This role supports trust officers and administrative staff by ensuring client accounts, cash activity, records, and physical assets are handled accurately, securely, and in accordance with company procedures and regulatory requirements.

WORK HOURS:

- Full-time, on-site position located in Salina, KS
- Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Additional hours may be required during peak periods such as year-end statement processing and tax season.

KEY RESPONSIBILITIES:

Operational and Account Support

- Coordinate account openings and review in the trust accounting system
- Post transactions to trust accounting system, including deposits, wires, ACH, internal transfers and checks
- Prepare and distribute daily, monthly, quarterly, and annual reports and account statements
- Organize, maintain, and scan internal client files ensuring records are accurate, complete, and properly retained
- Reconciliation of daily accounting and statements
- Assist with year-end tax reporting, form preparation, and electronic filing
- Support compliance reviews and maintain adherence to internal procedures

Office, Asset, and Security Oversight

- Oversee office operations including building access, equipment functionality, supplies, mail, scanning, and file maintenance
- Maintain company safe, safe deposit boxes, and physical trust assets in compliance with dual control requirements
- Coordinate with internal personnel and service providers as needed
- Serve as the primary phone contact for incoming calls

This position requires strong attention to detail, sound judgment, discretion with confidential information, and the ability to manage multiple responsibilities in a regulated trust environment.