



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0541

TRUST DEPARTMENT MANAGER - BND

GRADE N

SCOPE OF WORK:

The individual in the position assigned this classification is responsible for managing, directing and coordinating the work activities of the Trust Department within the Bank of North Dakota

DUTIES PERFORMED:

- Develop, implement, and monitor trust administration and operation policies and procedures.
- Establish and revise trust services offered to ensure that the services meet established goals and objectives.
- Participate in the administration and management of accounts that are sensitive and/or complex such as state accounts, new programs, defaulted accounts, etc.
- Administer proper accounting and transactional records for accruals, amortization's, accretions, etc.
- Establish and maintain trust operations in compliance with financing documents and federal regulations
- Develop, review, and revise trust fee schedules.
- Review tax reporting for informational returns to ensure accuracy and thoroughness.
- Supervise, monitor, and evaluate the work activities of personnel within the department.
- Represent the Trust Department in audits and examinations of Trust records by State Bank Examiners, independent CPA's, and internal audits.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting, finance, economics, or business administration and four years of professional experience in areas of securities, investments, trust operations and trust administration.

Eff. Date: 10/74 - Assistant Manager - Securities Department

Rev: 6/92 - Changed title, duties, administratively factored, and new format

Reviewed: 9/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System