



THE NATIONAL
BANK OF INDIANAPOLIS

The National Bank of Indianapolis

Job Posting:

Wealth Management Operations Specialist/Directed Trust & Mutual Funds

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





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Wealth Management Operations Specialist/Directed Trust & Mutual Funds

Purpose of Position: This position is responsible for handling all aspects of the Directed Trust product in addition to processing the daily mutual fund settlement and trade processing. Independent judgment is required in order to plan, prioritize and organize diverse workload. Work is performed independently with little or no supervision. The incumbent provides the highest quality of service to every customer.

Essential Functions:

- ◆ Post all activity for Directed Trust products on the FIS system, including receipts, income, and disbursements
- ◆ Post all equity, fixed income, and mutual fund trades for secondary database
- ◆ Review Jack Henry checking account reports related to directed trust and balance to activity on FIS system
- ◆ Review reconciliation reports to ensure balance between FIS and accounts held at various firms; research and resolve differences as appropriate
- ◆ Review each account consistently to confirm cash balance; review each account on a timely basis to confirm security balance
- ◆ Set up and maintain automatic data feeds from brokerage firms; reconcile and post activity as appropriate
- ◆ Perform all aspects of mutual fund trading (purchases, sales, redemptions)
- ◆ Post all mutual fund cash activity or reinvested dividends
- ◆ Complete a monthly reconciliation of all mutual fund positions
- ◆ Perform account maintenance, including new account setup and general account maintenance on the mutual fund trading platform
- ◆ Provide assistance to and critical backup for other members of the Wealth Management Operations team

Requirements:

- ◆ High School Diploma or equivalent
- ◆ Professional certification and current Trust operations seminars/training preferred (such as Cannon Trust School, Midwest Trust School, etc.)
- ◆ Minimum of 2 years trust operations and/or securities processing experience
- ◆ Self-motivated, with the ability to work with minimal supervision
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to interpret data and problem solve
- ◆ Ability to organize and prioritize tasks
- ◆ Experience with and good working knowledge of standard computer applications, including Microsoft Word and Excel; experience with Bloomberg and/or FIS Charlotte helpful
- ◆ Proven verbal and written communication skills

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