



Trust Services Specialist

Northland Securities, Inc., a full-service brokerage firm in downtown Minneapolis, is currently looking to hire a Trust Services Specialist in our Trust Services group. This position is a full-time position that will require working five days per week from the office during an initial training period but will transition to a hybrid position working three days per week in the office and two days remote per week. The primary role of Trust Services Specialist is to provide assistance and support for all routine daily activities within the Trust organization.

JOB DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Provides routine customer inquiry support for internal and external customers.
- Ensures timely deposit of all incoming receivables to the correct issuers and departmental control accounts.
- Monitors timely receipt of all receivables from issuers prior to payment due date.
- Inputs and prepares all ACH and wire disbursements to ensure timely payments on behalf of all issuers.
- Provides daily transaction history pertaining to the balancing of all paying agent and escrow control accounts.
- Reports, documents, researches, and recommends problem resolution for any out-of-balance items or any departmental concern.
- Inputs all new issuer accounts on the system, contract preparation, and initial fee invoicing.
- Performs all record retention scanning, reviewing, and filing activities.
- Prepares and disseminates all maturity, interest, and fee invoices.
- Processes all securities presented for transfer and redemption.
- Maintains accurate documentation of all processed transactions and activities.
- Documents departmental procedures as directed.
- Knows, understands and applies all Department procedures & policies related to assigned job duties.
- Completes assigned projects as directed.
- Assists others in the performance of their duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong analytical skills and the ability to work independently or in a team environment and under pressure while adhering to strict deadlines.
- Good planning and organizational skills with strong attention to detail.
- Demonstrates strong interpersonal and communication skills, able to use discretion and identify problems quickly.
- Able to multitask and prioritize workload to meet all deadlines.
- Demonstrates strong and resourceful problem-solving skills, while managing a large workload.
- Consistently maintains a high level of accuracy and efficiency in the performance of duties.
- Possesses excellent good proofreading and writing skills
- Possesses strong computer skills and the desire to learn new systems.

MINIMUM EDUCATION AND EXPERIENCE

- Two years progressive work experience working within the financial services industry
- Previous Accounting experience is desirable

BENEFITS

Northland provides a competitive employee benefit's package. We are also located in the downtown Minneapolis in the newly renovated 5th Street Towers building. The building offers many amenities including free state-of-the-art workout facilities, roof-top decks, tenant lounge, secured bike parking, easy access to the bus and train lines, and skyway access to great shopping and restaurants.

COMPANY INFORMATION:

Northland Trust Services differentiates itself by placing the customer as the highest priority in the performance of its duties. This perspective allows Northland to ensure a high-quality infrastructure of safety, accuracy, and dependability for all clients, which is fully supported by a knowledgeable, experienced, and dedicated staff.

Northland Trust Services provides the following services for various debt issuers:

- Paying Agent
- Transfer & Registrar
- Escrow Agent
- Fiscal Agent

Contact Human Resources at greatcareers@northlandsecurities.com.