



*We build better lives and brighter futures for our clients, employees and the communities we serve.*

**Title: Finance/Accounting Trust Operations Specialist**

**Job Description:** LeTort Trust is seeking an energetic and motivated Finance/Accounting Trust Operations Specialist to join its team in Camp Hill, PA. LeTort Trust is a private Trust Company, providing comprehensive Qualified Retirement Plan and Wealth Management services to businesses, institutions, and individuals. This position will be part of the trust company operations team supporting both the Personal Trust/Wealth Management and Retirement Plan Services divisions.

The position will work with all of our operating systems including FIS and Relius. Experience with investments and operating systems is a plus but not required.

**Responsibilities:**

- The collection and processing of assets and many investment/trust accounting functions.
- Income collections, capital changes, managing cash sweeps/transfers, daily system/cash balancing and securities movement/control.
- Assisting with the trading and reinvestment of mutual funds for trust company clients.

**Qualifications:** The candidate should possess the ability to work independently, handle a varied workload, meet deadlines and prioritize their many tasks. Strong data entry skills and the ability to work across multiple data bases and systems are a plus.

To qualify, candidates should possess an accounting, business or finance degree and/or related experience. Ideal candidate will have at least 2-3 years' experience in a business environment. Experience with word and excel are essential. Qualified candidates should send their resumes to: [HR@letorttrust.com](mailto:HR@letorttrust.com).

LeTort Trust was formed as an Independent Trust Company to create a highly specialized wealth management firm combining the investment resources of a large firm, with the highly personalized service found in a boutique wealth management company. LeTort Trust has been serving the central PA market since 2002, providing business owners, executives and individuals with a wealth of experience in the retirement plan services, investment management and personal trust industries. For further information on LeTort Trust, please visit our website at [www.letorttrust.com](http://www.letorttrust.com).

LeTort Trust is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.