

Title: Operations Specialist – Accounts Payable/Receivable

Job Description: LeTort Trust is seeking an energetic and motivated 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 the Personal Trust/Wealth Management division.

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

Core Responsibilities:

- Assisting with client account cash disbursements and receipts
- Track, monitor, prepare and mail client bills
- Monitor client accounts and submit raise funds requests as needed
- Prepare opening and closing account paperwork

Who You Are:

- Internally motivated self-starter who continuously strives to see projects through to completion
- Someone who can oversee multiple competing priorities to ensure deadlines are always met
- Ability to communicate in an open, clear, and effective manner
- Detail-oriented, precise, and very organized approach
- Strong data entry skills and the ability to work across multiple data bases and systems are a plus

Qualified candidates should have several years of operational experience in financial services with an exceptional track record for reliability and delivering quality results. Certifications and/or degrees in a related field is preferred. Qualified candidates should send their resumes to:

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.

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.