



TRUXTON

WEALTH • FAMILY OFFICE • BANKING

WHO WE ARE

Truxton is a premier provider of wealth, banking, and family office services for wealthy individuals, their families, and their business interests. Serving clients across the world, Truxton's vastly experienced team of professionals provides customized solutions to its clients' complex financial needs. Founded in 2004 in Nashville, Tennessee, Truxton upholds its original guiding principle: do the right thing. Truxton Trust Company is a subsidiary of financial holding company, Truxton Corporation (OTCPK: TRUX).

MISSION STATEMENT

To do the right thing every day, putting our clients' interests first, with distinctive, comprehensive financial solutions that protect and promote client prosperity and quality of life.

WHAT WE OFFER

- 401k + company match
- Medical, life, dental, vision insurance
- Paid federal holidays and vacation
- Employee assistance program (EAP)
- Support towards continued learning and industry certifications

WHY YOU SHOULD WORK HERE

- Truxton is a highly profitable and growing company that has been recognized by American Banker as the 9th best community bank (top-ranking TN bank) based on 3-year ROAE
- Opportunities to grow your expertise, take on new challenges, and gain exposure to a wide range of sophisticated work
- Because we are a smaller company, you will have the opportunity to chart your own course and contribute to initiatives that go beyond your job title
- Opportunities for incentive bonuses through new business referral

CONTACT

- careers@truxtontrust.com
- 615-515-1700
- 20 Burton Hills Blvd, Suite 200
Nashville, TN 37215

APPLY NOW

OPERATIONS ASSOCIATE

FULL-TIME • WEALTH MANAGEMENT • NASHVILLE, TN

THE ROLE

The Operations Associate will perform daily administrative and operational activities supporting the Truxton Wealth team. This position will be responsible for executing operational tasks and processes congruent with applicable fiduciary and regulatory standards. This position plays a key role in interacting with our outsourcing, custodial and technology vendors to ensure quality delivery in services rendered. This person is required to cultivate and maintain positive working relationships with all Wealth staff to ensure timely, consistent and high quality execution standards.

WHAT YOU WILL BE DOING

- Pulling and delivering daily, weekly, and monthly reports (trade, transactions & overdraft, etc.)
- Opening accounts and performing daily processing activities accurately and efficiently
- Performing daily reconciliation of Trust DDA, including wiring funds to back office for daily settlement
- Preparing a daily 'blotter' based on receipts and disbursements
- Processing cash receipts and note payments
- Performing account maintenance
- Monitoring the transfer of assets for new and closing accounts
- Updating market values for assets quarterly (annuities, insurance policies, etc.)
- Working closely with the custodial liaison
- Preparing materials for monthly AIRC (Administrative Investment Review Committee) meeting
- Assisting with all aspects of the monthly fee review and processing
- Sending out and collecting the Personal Securities Trading Report to all Wealth employees quarterly
- Gathering data for various audits
- Monitoring/processing the receipt and mailing of all annual tax forms and assisting with scrub of tax coding throughout the year
- Working within established Truxton Wealth policies, procedures and guidelines
- Refining processes between our custodial platform and enhanced client portal

WHAT WE ARE LOOKING FOR

Attributes and Abilities

- Proactive in completing work and advancing the goals of the Wealth team
- Able to seamlessly toggle between independent work and collaborating with a team dynamic
- Detail-oriented, organized, and able to handle multiple tasks in a timely fashion

Experience and Skills

- 3-5 years of professional experience preferred
- Proficient in Microsoft Office (Excel, PowerPoint, Word)
- Experience with Trust Accounting systems, BlackDiamond, and CRM preferred

Education and Designations

- Bachelor's Degree in Finance, Accounting, or Economics preferred