

## Job Opening

**Where:** Washington State Bank  
121 South Marion  
Washington, IA 52353

**Department:** Trust Department

**Position:** Trust Operations Assistant

### Qualifications:

The person we desire to hire will serve as receptionist, secretary and assistant to the Trust Officers at the Washington State Bank. This person will also be responsible for managing the office area. These duties will include but are not limited to:

- Greeting customers, answering the telephone, scheduling appointments
- Maintaining a clean work area in the Trust Department
- Filing/Scanning daily mail/transactions
- Managing communications between the Trust Officers and clients, attorneys, brokers, and other third parties
- Completing the daily Trust Account transactions; income & expenses, in the Accustrust accounting software
- Inputting the Trust Officer's Time & Billing in the billing software
- Handling IRA and HSA related transactions
- Handling Trust Department CD's
- Process daily transactions through the Teller System
- Proficient in MS Office, specifically Excel and Word

In order to fulfill these duties and responsibilities, this person should be:

- Ambitious
- Intelligent
- Tactful
- Articulate
- Flexible
- Organized
- Honest

This person should work well under pressure, should be detail oriented, emotionally mature, responsible, and possess basic computer and secretarial skills. Experience in the securities industry, accounting or fiduciary related fields would be beneficial.

Anyone interested in the position may contact Senior Trust Officer, Larry Fishback, at the Washington State Bank via phone at 319-653-3921 or email [lfishback@washsb.com](mailto:lfishback@washsb.com).