

JOB TITLE:
Trust Administrator
(Full-Time)

Unichoice Cooperative invites applications to be submitted for the position of Trust Administrator. This position is responsible for overseeing the management and processing of daily transactions for the SecurChoice Preened Trust and Insurance Program. The program is administered by Unichoice Cooperative whose mission is, "To provide products and services to support funeral homes in their service to the community." The SecurChoice Preened Program is endorsed by the PA Funeral Directors Association.

LOCATION:

Harrisburg, PA

REPORTS TO:

President & CEO

JOB OVERVIEW:

This position is responsible for overseeing the management and processing of daily transactions for the SecurChoice Preened Trust and Insurance Program.

RESPONSIBILITIES & DUTIES:

- Processing new preened accounts, additional deposits, death claims, and payments
- Interaction with preened trust participants and consumers, as well as bank and insurance partners
- Maintaining accurate trust database and document filing
- Preparation and mailing of quarterly statements
- Assist with projects and perform other duties and functions as requested

JOB SKILLS & QUALIFICATIONS:

REQUIRED

- Extraordinary organizational, oral, and written communication skills
- Strong attention to detail
- Friendly demeanor with trust participants, staff and ability to work as a team
- Ability to work in a busy open office environment
- Excellent computer skills (MS Word, Excel, Outlook)
- Ability to learn and operate proprietary trust database
- Ability to pass criminal background check and secure bonding
- Ability to provide at least three references upon request

PREFERRED

- Associates degree or more
- Association experience
- Background in finance, banking, or bookkeeping

This is a full-time, exempt, Monday-Friday position. A competitive salary and benefits package is offered. Compensation to be based on experience and qualifications. Interested candidates should forward a cover letter, resume, and salary requirements to the contact below by April 30, 2019. EOE.

CONTACT: James Eirkson, Chief Operating Officer: james@pfda.org - 717-545-7215