



Job Title: Portfolio Manager

Supervision Exercised: None

FSLA Status: Full-time, Exempt

Summary

This position holds a significant role on the investment team of the trust company and manages a book of investment and trust accounts for the company. This position is responsible for making investment decisions for the investment and/or trust funds according to the requirements and the choice of the client/beneficiary and the philosophy of the firm.

Essential Duties & Responsibilities

- Administration and creation of investment/trust accounts as per the client specifications.
- Following the terms and conditions of the investment/trust account while investing and/or disbursing funds
- Making investments from the surplus amount of the trust account keeping in tune with federal and state laws
- Keeping the requirements of the beneficiary in mind while making decisions regarding investment and trust funds
- Keeping track of the source of money inflow into the trust account and whenever required, communicating with the client/beneficiary to confirm facts
- Consulting with the attorneys of the clients before making investments on behalf of the client
- Exercise discretion about client details under all circumstances

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Excellent communication skills to confer with the beneficiary, client and attorneys
- A thorough knowledge about finance, investment and banking
- Ability to communicate professionally, both orally and in writing, the goals and objectives of the bank pertaining to business development.
- Ability to effectively present information in one-on-one and both small and large group settings to management, prospective or existing clients, and employees of the bank.
- Ability to read and comprehend instructions, correspondence, memorandums, charts and diagrams and then to apply common sense understanding to carry out the information or instructions which were furnished in these formats.
- Ability to prioritize and perform multiple tasks and projects at the same time.
- Ability to make the right investments and advise the client on the same
- Ability to effectively solve problems involving several concrete variables in standardized situations.
- Proficient in the use of Microsoft Excel, Microsoft Word, Bank information systems, and Internet research.

- Ability to read, comprehend, analyze, and interpret industry information, to include personal and business financial statements, tax returns, and cash flow documents.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, charts, spreadsheets other visual aids.
- Ability to provide outstanding customer service.
- A detailed knowledge about banking laws, federal laws, and investment laws.

Required Education and/or Experience

- Minimum of 3-5 years of banking, finance and/or accounting
- Bachelor's Degree in Accounting, Business, Economics, Finance or a related subject which would provide the appropriate educational foundation for the position.
- CFA Preferable
- Previous Investment Research experience and client facing role also preferable

Physical Demands

While performing the duties of this job, the employee is regularly required to: sit, use hands to input data into the computer, and talk and hear. The employee is occasionally required to stand, walk, stoop and lift files and boxes of up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work will be performed primarily in an office setting. The lighting and noise level in the environment is usually moderate. There is frequent contact with other individuals. The work may sometimes be fast-paced and hectic.

Other Requirements

- Travel between the various bank locations, meetings or functions outside of the bank will be required.
- Evening or weekend work assignments will be required as needed to accommodate the schedules of potential business clients.
- Attendance at activities outside the company to stay abreast of new developments, best practices, and statutory and regulatory changes.
- Pursuant to the Drug Free Workplace Act of 1988, all employees must remain drug and alcohol free when reporting to work, while at work and while engaged in any work related activities.

Note: *This document and the statements contained within it are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the employee.*