



## **The National Bank of Indianapolis**

### **Job Posting:**

### **Wealth Management Operations Specialist/Mutual Funds**

## **A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

## **Who We Are Looking For**

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

## **How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

**We invite you to learn more about The National Bank of Indianapolis at**  
<http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer**  
**(Minority/Female/Disability/Veteran)**





## **JOB POSTING**

### **Position: Wealth Management Operations Specialist/Mutual Funds**

**Purpose of Position:** This position is responsible for handling all aspects of account transfers and updates and maintaining data integrity within the FIS system database for accounts, securities, and transaction activity. Independent judgment is required in order to plan, prioritize, and organize a diverse workload. Work is performed independently with little or no supervision. The incumbent provides the highest quality of service to every internal and external customer.

### **Essential Functions:**

- ◆ Perform all aspects of mutual fund trading (purchases, sales, redemptions)
- ◆ Post all mutual fund cash activity or reinvested dividends
- ◆ Complete a monthly reconciliation of all mutual fund positions
- ◆ Set up and maintain CUSIPs and mutual fund tables
- ◆ Complete new and closed account processes; process account transfers as appropriate
- ◆ Reconcile quarterly fund rebates
- ◆ Provide assistance to and critical backup for other members of the Wealth Management Operations team

### **Requirements:**

- ◆ High School Diploma or equivalent
- ◆ Professional certification and current Trust operations seminars/training preferred (such as Cannon Trust School, Midwest Trust School, etc.)
- ◆ Minimum of 2 years Trust operations and/or security or transaction processing; understanding of cost basis, transfers, and wealth management account types preferred
- ◆ Self-motivated, with the ability to work with minimal supervision
- ◆ High degree of accuracy and attention to detail
- ◆ Experience with and good working knowledge of standard computer applications, especially Microsoft Word and Excel; experience with Bloomberg, FIS Charlotte, Fidelity WealthScape, and/or BNY Workbench/Nexen helpful
- ◆ Ability to interpret data and solve problems
- ◆ Ability to organize and prioritize tasks
- ◆ Proven verbal and written communication skills

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