

**TRUST ADMINISTRATOR JOB POST**

Shared Horizons, Inc. is a 501(c)3 dedicated to improving the quality of life for people with disabilities through the management of special needs trusts. We are currently staffed with 5 dedicated employees, serving as trustee to over 600 beneficiaries with various disabilities, and managing over 23 million dollars in assets.

**Responsibilities:**

The Trust Administrator reports to the Executive Director and works directly with Trust beneficiaries and their support networks to administer funds under management in a manner that supplements the beneficiaries’ overall standard of living while ensuring that the beneficiary maintains government supports and benefits.

The Trust Administrator’s primary duties include:

* Responsibility for the over-all management of assigned trust accounts
* Remaining informed regarding assigned trust beneficiaries’ personal circumstances and maintaining contact with the beneficiary or appropriate representatives of the beneficiary
* Reviewing funding requests, weighing specific issues facing a beneficiary and making discretionary decisions to determine the appropriate and/or alternative courses of action to be taken
* Maintaining account records
* Special projects as assigned with periodic non-traditional hours and travel

**Qualifications/experience:**

* Ideally, prior experience in a fiduciary account administration role
* Bachelor’s degree from an accredited college or university, master’s degree preferred.
* Understanding of the federal and state social service systems and sources of benefits for with disabilities
* Demonstrable experience using Microsoft Office 365, QuickBooks and Salesforce
* Understanding of the legal and accounting principles governing fiduciaries
* Excellent interpersonal, oral and written communication skills
* Ability to work independently and multitask in a fast paced environment

This is a full-time position with benefits. The chosen candidate will undergo a criminal background & credit check.

**Required experience:**

A minimum of 5 years’ experience in at least two of the following areas:

* Trust management
* Disabilities field
* Public benefits
* Social Services

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Interested candidates must call 202-448-1460, then press 9 at the prompt. You will be asked to respond to a few questions after providing general information. Human Resources will contact suitable candidates for next steps. Resumes will be accepted by invitation only.

**Questions for phone line**

1. Please provide your:
	1. Name, residency, qualifications/education
2. Provide a brief work history/experience AND required salary range
3. Provide an anecdote regarding a difficult work situation you had to resolve