



**The Arc of Indiana
Master Trust**
thearctrust.org

T 317.977.2375
800.382.9100

F 317.977.2385

The Arc of Indiana Master Trust Account Manager

The Arc of Indiana is a state-wide, not-for-profit association that advocates for people with developmental disabilities and their families. The Arc of Indiana Master Trust serves persons with all disabilities across the State of Indiana.

The purpose of a job description is to give a framework for the general nature of the position. The Arc of Indiana and The Arc Master Trust is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with intellectual and other developmental disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

The Trust Account Manager reports to the Chief Trust Officer and is responsible for managing all aspects of trust beneficiary accounts.

Duties and responsibilities:

1. Respond to, work with, and assist beneficiaries of the trust to access their funds appropriately, while not endangering public benefits.
2. Gather documentation to produce disbursement requests and submit to appropriate staff person.
3. Process and mail all disbursement checks.
4. Document funds received and update beneficiary accounts.
5. Update trust account records for all types of transactions related to trust administration.
6. Compose and type business emails and letters.
7. Open mail and answer telephone.
8. Assist the Chief Trust Office and Assistant Trust Director with special projects, as needed.
9. Perform clerical duties as needed.
10. Other duties as assigned.

Qualifications/Skills:

1. High school education or equivalent
2. Knowledge of government benefits and needs of the disability community a plus
3. Strong interpersonal and communication skills
4. Prior customer service experience a plus
5. Experience with Microsoft Office
6. Strong verbal and written communication skills
7. Ability to work in a fast paced environment
8. Accounting experience a plus

To apply, please submit a resume and cover letter to Melissa Justice, Chief Trust Officer, mjustice@arcind.org