

PROBLEM SOLVERS WANTED | Our motivated, talented team is the secret to our success. We are committed to fostering a highly collaborative environment and ongoing opportunities for learning at all levels.

WHO ARE WE | We are a multi-family office and trust company that serves multi-generational families with complex family affairs. Our philosophy is straightforward; focus on our clients, put them first and always better our service. We provide holistic, high-touch client service including customized, independent investment management and a full range of family office and fiduciary services. We serve a limited number of clients with substantial wealth in order to maintain very low client-to-employee ratios. Each client family is different, and so are we.

ST. LOUIS TRUST & FAMILY OFFICE is seeking an accounting professional to join our Corporate Accounting and Compliance team. This team is responsible for accurately handling all internal accounting, financial reporting, audit, compliance and regulatory matters for the firm. These functions are critically important to effective management of our business.

YOU SHOULD APPLY IF YOU:

- Are ready to exit public accounting and want to continue learning and growing
- Want hands-on experience with all elements of corporate accounting and finance
- Plan to live/work in St. Louis, Missouri
- Are analytical, persistent and enjoy problem solving
- Want to build your career and increase responsibilities as our Company grows
- Enjoy working collaboratively in a team construct to accomplish goals

DESIRED QUALIFICATIONS, BACKGROUND AND SKILLS:

- Bachelor or Masters degree in Accounting (CPA preferred)
- Experience with financial reporting, audits and/or tax compliance
- Sharp attention to detail with pride in delivering accurate, thorough output
- Intellectual curiosity with the ability to research and identify solutions to challenges that arise
- Able to multi-task and address competing priorities effectively, including handling interruptions and meeting deadlines
- Self-motivated with excellent time management and prioritization skills
- Excellent verbal and written communication skills
- Advanced Excel abilities
- Experience with QuickBooks, PowerBI, Salesforce and/or SharePoint considered a plus

RESPONSIBILITIES MAY INCLUDE:

Accounting

- Prepare monthly internal and quarterly Board-level financial statements
- Process accounts payable and accounts receivable/billing
- Participate in annual budgeting process
- Coordinate and prepare schedules for annual internal/external audits and periodic regulatory examinations
- Assist with tax compliance documents and tax return workpapers

Compliance and Risk Management

- Assist with regulatory compliance activities and reporting to Missouri Division of Finance, SEC and FinCEN
- Perform required procedures related to the Bank Secrecy Act, including Anti-Money Laundering (AML) and Know Your Client (KYC)
- Conduct vendor due diligence reviews for new and existing vendors
- Ensure firm policy guidelines are followed through verification and documentation
- Analyze risks, including liability insurance coverage

EXCELLENT BENEFITS INCLUDE:

- Competitive compensation with bonus potential
- 401(k) with Company match
- Generous benefits package available including medical, dental and vision coverage, FSA/HSA and PTO
- Support for professional development through training and certifications
- Cell phone reimbursement
- Company-paid parking