

Career Opportunity: *Trust Tax Administrator*

Full-time | Nashville, Tennessee

About the Position

The Trust Tax Administrator is responsible for the coordination and tracking of tax information for Cumberland Trust accounts. The ideal candidate should have past experience in either accounting or tax. A qualified candidate should be comfortable working in a fast-paced environment, detail oriented and possess a good attitude as well as an aptitude for learning. Qualified candidates will live in the Nashville, Tennessee area for this hybrid position.

Job Duties:

- Research questions and requirements of the assets held in trust accounts.
- Organize tax information that is supplied by various sources pertaining to the assets held in trust accounts.
- Provide and maintain proper tax documentation.
- Track and maintain various spreadsheets for required tax payments.
- Establish relationships and have a pleasant demeanor with internal and external contacts, including outside CPAs.
- Interact with Trust Administration regarding tax return information, deadlines, etc. and keep them informed on status.
- Be familiar with the tax filing requirements and deadlines for various types of trusts.
- Meet productivity and efficiency standards. Know the urgency of meeting the required deadlines.
- Complete special projects as required.
- Take ownership of certain processes and procedures to see them to completion.
- Work required hours during tax season.
- Other duties as assigned.

Job Requirements and Qualifications:

- Bachelor's degree required.
- Minimum of 5 years of professional office experience.
- Strong research skills.
- Excellent communication (verbal and written) skills.
- Knowledge of Microsoft Word and Excel.
- Ability to work in a team atmosphere.

Work Environment:

- The position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Position requires lifting and moving of boxes under 20 pounds.

Interested in this position?

Cumberland Trust welcomes resume submissions from talented individuals. If you are interested in this career opportunity within our company, we'd love to hear from you.

Please submit your resume to resume@cumberlandtrust.com.

To learn more about Cumberland Trust, visit us [online](#).