**Job Title:** Stock Transfer Associate II

**Reports To:** Stock Transfer Manager

**Status:** Full Time

**Basic Functions:**

Under the general direction of the Stock Transfer Manager the Stock Transfer Clerk II will maintain records documenting transfer of ownership of stock and process request for transfer of stocks. The Associate will respond to client request and support others in the department. This position will make updates to the shareholder record database, answer client inquires via email and telephone, registration updates, open mail and make necessary updates to client accounts, filing, transfer preparation and correspondence with shareholders.

**Essential Job Duties:**

* Respond to client request either from mail, in person or telephone in a positive, accurate and timely manner
* Reviews client instructions for transfer of securities
* Records transfer of securities corrects problems related to transfers
* Enters information regarding securities transfers to sell or purchase using computer software
* Examines securities certificates to verify that information is correct and process as requested following established policies and procedures
* Receives new certificates and sends certificates to client to complete transfer.
* Stay abreast of securities transfer regulations through a variety of resources including but not limited to webinars, emails and in-person training
* Prepare transfer work for Registrar.
* Prepare accurate and timely correspondence
* Prepare mailings, daily, weekly, monthly, quarterly and annual mailings that include but are not limited to;
	+ 17Ad-17 SEC required letters
	+ 1099 DIV mailings
	+ 1099B mailings
	+ W8BEN notification letters
	+ Proxy Voting
* Serve as the back up to other members of the team to fill in for vacations and leave of absences
* Filing documents both electronically and paper
* Willingly assist team members as required to achieve department goals

Conduct all duties in compliance with applicable laws, regulations, and Bank policies and procedures.

**Knowledge, Skills and Abilities:**

* Proficient with computer applications including Microsoft Office and internet tools
* Excellent phone and customer service skills
* Must be detail oriented
* Excellent oral and written communications skills
* Ability to work independently

**Position Requirements:**

* H.S. Diploma or equivalent, a 2-year Associates Degree preferred
* Ability to sitting for extended periods of time, file, bend, kneel, keyboarding, lift up to 15 pounds.
* Strong skills with Microsoft Office (Word, Excel, PowerPoint and Outlook) and windows applications
* Confidentiality, high degree of integrity
* Accuracy and attention to detail
* Willingness to accept ongoing projects as necessary

This is a full time, non-exempt position. Hickory Point Bank offers a robust full time benefit package including but not limited to health, dental, vision, 401(k), life and disability coverage.

The successful completion of a pre-employment drug screen and background check is required.

EOE-Veteran/Disability