

Deceased Account Specialist – Job Description Summary

Acts a liaison between the surviving family and organization until the account has been completely settled. Must ascertain the proper disposition of the remaining funds in the account with minimal exposure to liability. Ensures payment is made to the duly appointment legal representative of the deceased customer.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment