



Vicky Bray

Paralegal

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EDUCATION

- Greenville College, B.A.,
Education, 2010
- St. Louis Community College,
A.S. in Paralegal Studies, 1995

EMPLOYMENT

- Thompson Coburn LLP Paralegal
- Moneta Group Trust
Administrator
- Phillip D. Moore, Attorney
Paralegal/Bookkeeper
- Norton Hardware & Supply, Inc.
Bookkeeper
- Farrell, Hunter, Hamilton & Julian
Legal Secretary

Vicky has 20 years of experience in estate and trust administration as well as experience in the preparation of income and estate tax returns. In addition, Vicky assists the Business Office with the management of several trust accounts.

Estate Administration

Vicky has extensive contact with attorneys and clients while assisting them with probate issues whether it involves drafting a small estate affidavit or drafting documents to open a probate estate. She follows through with matters pertaining to the administration of the estate by making sure all assets have been collected, appropriate notices have been published and distribution to the beneficiaries is made. Vicky also works with out-of-state attorneys to file ancillary probate proceedings when necessary.

Trust Administration

Vicky assists clients with the trust administration process which includes the funding of trusts, transfer of assets into and out of trusts and maintaining trust accountings. In addition, she coordinates distributions to the trust beneficiaries. Vicky also files insurance claims and unclaimed property claims, locates lost assets, values assets, prepares deeds, prepares trust certifications and many other documents associated with the administration of a trust.

Income Tax

Vicky assists with the preparation of tax returns, including fiduciary income tax returns, individual tax returns and federal estate tax returns.

Accounting Experience

Vicky reconciles, writes checks and makes deposits for several trust accounts for which the firm is responsible. Also, Vicky has limited accounting experience in managing payroll, accounts payable, accounts receivable, payroll taxes and sales tax for small firms and businesses.