



Vicky Bray

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

Vicky has 25 years of experience in estate and trust administration and the preparation of income, fiduciary and estate tax returns.

In addition, Vicky assists 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 are collected, appropriate notices are published, proper accountings are prepared and distributions to the beneficiaries are 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 a variety of matters including but not limited to the following: review trusts and interpret documents under the supervision of an attorney to ensure appropriate administration of such trusts, fund and monitor activity of trusts, transfer assets into and out of trusts and maintain trust accountings. In addition, she coordinates, monitors and assists with distributions to the trust beneficiaries. Vicky also files insurance claims, redeems unclaimed property, locates lost assets, values assets, prepares deeds, prepares trust certifications among 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 and individual tax returns. She mostly assists in the preparation of Form 706, Federal Estate Tax returns.

Accounting Experience

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

