Town & Country
Bank and Trust Co.
Department of Human Resources

M E M O R A N D U M

TO: Prospective Candidates

FROM: Leslie F. Jarvis, VP & Director of Human Resources

DATE: February 25, 2013

RE: **JOB POSTING –** ***Loan Officer – Small Business Lending***

Town & Country Bank and Trust Company is seeking an energetic, experienced sales professional to help us grow our business!

The Loan Officer – Small Business Lending will be based out of our Bardstown, Kentucky office and will be expected to achieve loan volume production goals by proactively calling; following up on referrals from existing clients; promoting products and services; and generating new business. Though familiarity and some responsibility for consumer lending will be necessary, this position will focus in large part on commercial and small business lending.

The essential duties include but are not limited to: analyzing applicants' financial status, credit, and property evaluations to determine feasibility of granting loans; obtaining and compiling copies of loan applicants' credit histories, corporate financial statements, and other financial information; and, meeting with applicants to obtain information for loan applications and to answer questions about the process and explaining the different types of loans and credit options that are available, as well as the terms of those services; and performing other duties as assigned.

The Department of Human Resources is currently accepting applications for this position. Any employee interested in applying must meet the minimum requirements listed as follows:

Education and/or Experience

- Bachelor's Degree in Accounting, Business, Economics, or Finance preferred; however, additional years of relevant experience may be substituted.
- Five years or more of lending experience involving managing a portfolio.
- Analytical and underwriting expertise with demonstrated selling skills.

You may obtain a complete job description and application for the position by contacting the Department of Human Resources at (502) 348-3911 or emailing leslie.jarvis@mytcbt.com.

Town & Country Bank and Trust Company offers competitive wages and an excellent benefits package. Any offer of employment is conditional upon the results of background screening which includes a credit and criminal history report.

Applications will be accepted until a candidate is selected.

~ Town & Country Bank and Trust Company is an Equal Opportunity Employer. ~