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 14, 2013

RE: **JOB POSTING –** ***Administrative Principal (First Banker's Trust)***

Town & Country Bank and Trust Company is seeking an energetic and detail-oriented individual to serve as the Administrative Principal assigned to First Banker's Trust in Louisville. Kentucky.

An Administrative Principal provides work of considerable difficulty to an assigned, specific functional area of the bank or trust company through research and analysis and the performance of varied supportive tasks. An employee in this position will provide technical support to members of the executive or leadership team or provide this same technical support to the daily operations of the assigned area. This position will be assigned to the trust company.

The essential duties include but are not limited to: assist with the review and analysis of complex problems involving customer trust accounts and portfolios; ensure that appropriate steps are taken in reviewing and paying client's bills, such as utility bills; assist with compilation of information and assembling of information for trust committee meetings; prepare organized and professional work papers and documents; assist with the purchase of Treasury Bills and renewing of Promissory Notes; assist with preparation of client's statements and month-end statements; and performing other duties as assigned.

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

Education and Experience

- High School Diploma required. Additional years of education in a field related to the area of assignment are preferred.
- Two (2) years of experience in banking or a related field. Trust Company experience preferred.
- Proficient in the use of the Microsoft Office Systems.
- Exceptional organizational skills and ability to understand and maintain confidential information is required.

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. ~