JOB DESCRIPTION

Job Title: Treasury Management Analyst One
Reports To: Senior Vice President, Treasury Management
Department: Treasury Management
Date: August 1, 2013
Approval:

Basic Function (Job’s Overall Purpose):
Support the Treasury Management Sales effort for First State Bank Central Texas. Have a working knowledge of bank and treasury management product and service offerings (i.e. checking, savings, investment and treasury product options). Assist in preparation of proposals and implementation of products and services. Perform operations functions related to production of treasury service offerings (either daily or monthly function or implementation): including but not limited to Account Analysis and Revenue Recognition processing; Cash Vault Check List; Check Image/CD-Rom implementation; Lockbox implementation (service not currently offered); Merchant Services implementation; PayCard implementation; Remote Deposit Capture implementation.

Education Requirements:
High School Diploma or equivalent.

Experience Requirements:
Prior banking experience preferred. Candidate should have a working knowledge of computer-based applications such as Microsoft Word, Excel, Powerpoint and basic understanding of internet applications. Specific knowledge of PC hardware configurations for installation of certain treasury services and internet set-up will be provided.

Key Activities and Time Allocation:
• Provides exceptional support to new or existing bank clients and assists internal and external contacts with service requests, inquiries or technical issues related to specific bank and treasury management services.
• Perform assigned daily duties of this position.
• Preparation of proposals, customer agreements and implementation documents in accordance with bank’s policies and procedures.
• Support Treasury Management Sales team.
• Installation of treasury services at customer sites or via telephone conference calls.
• Position has definite cross-selling opportunities via current client base.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Time</th>
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<tbody>
<tr>
<td>Perform operations functions related to production of treasury service offerings (either daily or monthly processing functions or implementation): Account Analysis, Revenue Recognition, Lockbox, ACH Origination, ACH Returns, Remote; Deposit Capture processing; CD-Rom, Lockbox; Merchant Services, Corporate and Consumer Credit Card, NetTeller online banking, ACH and Remote Deposit Capture, and PayCard implementation</td>
<td>50%</td>
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<tr>
<td>Treasury Management Services Agreements, Requests: Treasury Management Master Agreement, Services Request, Customer Operating Procedures, Inter-departmental implementation documentation; Credit Underwriting memorandums; other documentation as necessary</td>
<td>20%</td>
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<tr>
<td>Resolve customer service inquiries, answer customer calls/emails</td>
<td>15%</td>
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<tr>
<td>Maintain customer files, office/treasury supplies and update shared Prospect Pipeline</td>
<td>15%</td>
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External Contacts:
Bank customers, prospects, and visitors who arrive in person or via telephone should be greeted in a professional and courteous manner.

Internal Contacts:
All employees of First State Bank Central Texas and its affiliate companies.

Decision Making Responsibilities:
This position has no true authority to make decisions of credit. This position should accept internal requests and route them to supervisor or appropriate bank personnel as necessary, and recognize degree of risk associated with work performed.

Consequences of Errors:
Potential loss of customer funds if services aren’t associated correctly. It is critical that safeguards are taken to recognize customer approval requirements, authorized account signatories and authorized company personnel who may utilize treasury services and make inquiries. Recognize bank’s internal controls process, policies and procedures to identify and prevent errors or loss of bank assets.

Working Conditions:
Requires concentration and organization to complete documentation correctly. Position could incur various interruptions such as telephone or walk-in traffic, and the requirement to readjust visual and mental concentration.

Exposure to Confidential Information:
Position requires extreme confidentiality to protect the privacy of customer records and departmental information.