



THE NATIONAL
BANK OF INDIANAPOLIS

The National Bank of Indianapolis
Job Posting: Investment Administration Officer

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING

Position: Investment Administration Officer

Purpose of Position: Provide account administration for the Bank's wealth management division investment accounts. Establish and maintain strong customer relationships through proactive and appropriate customer service. The incumbent provides the highest quality of service to every customer.

Essential Functions:

- ◆ Responsible for providing high-quality, timely administration of DCM investment management accounts, including but not limited to:
 - account system set-up
 - coordination and tracking of account initial funding
 - daily client communications
 - monitoring of daily client transactions
 - transferring assets
 - tracking client fees and account balances
 - account specific system maintenance, including statement internet access
- ◆ Cultivate and maintain positive relationships with clients through regular, proactive communication and adherence to the Bank's Culture of Excellence
- ◆ Perform daily cash management, reconciliation with administrative reports, drafting, maintaining, reviewing, preparing and interpreting applicable documents
- ◆ Provide updates to Portfolio Managers on account system changes, client requests and daily communications
- ◆ Perform comprehensive annual administrative review of all client accounts, including risk evaluation and client meetings
- ◆ Participate in client meetings no less than annually to provide account administration review
- ◆ Ensure accuracy in year-end tax reporting and compliance with all applicable deadlines
- ◆ Serve on Wealth Management committees, as assigned

Other Essential Functions, as assigned:

- ◆ Hire, mentor and coach employees in performance management, skill development and personal growth
- ◆ Serve as primary contact for IRAs, processing required minimum distributions and staying up-to-date on IRS and DOL regulations to ensure compliance
- ◆ Serve as primary contact for nonqualified investment accounts

Requirements:

- ◆ College degree in related discipline and/or equivalent combination of education and experience
- ◆ At least four years of direct involvement with investment account administration is required; prior experience with both institutional and individual account administration is preferred
- ◆ Excellent interpersonal and customer service skills
- ◆ Proven ability to communicate accurately and with clarity, professionalism, diplomacy and tact, whether verbally or in writing
- ◆ Proven team orientation and a demonstrated work ethic
- ◆ Demonstrated ability to manage and mentor staff; direct management or supervisory experience preferred
- ◆ Ability to work with minimal supervision; self-motivated and self-directed
- ◆ High degree of accuracy and demonstrated attention to detail
- ◆ Proven ability to problem solve effectively
- ◆ Recognized ability to effectively organize and prioritize tasks
- ◆ Computer proficiency, especially when using trust and banking systems; proficiency with the Microsoft Office suite of applications is highly beneficial

We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/careers.php>

For more information, please call Human Resources at 317-261-3271.