



JOB POSTING

Payment Posting Associate
Kansas Farm Bureau Office | Manhattan, KS

SCHEDULE:

9:30 a.m. to 6:00 p.m., Monday-Friday

REPORTS TO:

Senior Vice President, Lending Operations

If you have attention to detail, are able to multi-task and enjoy working in a team environment, KS StateBank has an opportunity for you. We're looking for someone to join our team as a Payment Posting Associate at our office at Kansas Farm Bureau in Manhattan.

As a Payment Posting Associate you will be responsible for processing and posting payments for the Bank's Lending Departments. Successful candidates must perform all duties in a timely, error free and compliant manner and be willing and able to assist with all functions as needed.

ESSENTIAL FUNCTIONS

- Post payments for Consumer Loans, Commercial Loans, and Government Finance either through the Vertex System or Jack Henry
- Post Credit Card Payments through FIS Website
- Input daily transactions on Cross Application through the Jack Henry System
- Must be able to contribute to team-oriented environment, including support of other team member's duties in a manner that further advances the goals and objectives of the department
- Troubleshoots and researches questions from customers and other bank personnel
- Establishes and maintains effective business and working relations with external customers and company personnel and management
- Assumes responsibility for related duties as required or assigned

EXPERIENCE & QUALIFICATIONS

- A high school diploma or GED is required
- Previous experience in a business environment is required

TECHNICAL SKILLS & ABILITIES

- Experience with Microsoft Office
- Work as a team player
- Able to give attention to detail
- Solid verbal communication skills
- Able to multi-task and make quick decisions
- Able to prioritize workload

Employee benefits include 401k, health, dental and vision insurance and paid time off.

View the full job description and apply at ksstate.bank/careers.

No phone calls or fax submissions please. EOE