



### **Job Opening- Deposit Operations Specialist, Tonganoxie, KS**

First State Bank & Trust is a community bank with locations in north-east Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We are looking for a candidate to join our Deposit Operations team. Ideally, candidate will have Retail banking experience or an accounting background.

#### **SUMMARY**

Functions in the Deposit Operations Department by interpreting, entering, and verifying a variety of specialized data in appropriate formats. Tracks and verifies quality of data from all sources. Resolves problems regarding the data. Performs office, clerical, and accounting duties that are moderately complex. Follows set procedures. Operates with minimal supervision and exercises independent judgment in completing assignments.

- Performs account maintenance and verifies new account set up and account documentation for quality control and compliance purposes.
- Ensures that all required documentation is received so that any changes can be processed accurately and that changes are within established Bank policy and procedure. Follows proper communication requirements regarding errors and changes to existing information.
- Provides support and answers questions related to new account maintenance and documentation processing.
- Responsible for ATM reset, cash log, positive pay file processing and ODP review.
- Assists with FedLine verifications, wire processing, and document scanning.
- Provides support to other areas of the Department as needed, including but not limited to EIM processing, rate adjustments, garnishments and levies, 314(a) searches, and Courier coverage.
- Responsible for reconciling, detecting, and resolving discrepancies for various internal and external bank accounts.
- Assists with maintaining written procedures of responsibilities in the Deposit Operations Manual.
- Ability to share knowledge both written and verbal, assist others, and work in a team environment. Strong ability to follow up on unique situations and keep track of details.
- Use of business software programs including WORD, EXCEL, and Outlook.
- Must have excellent communication skills, be detail oriented, able to multitask and capable of changing direction quickly and frequently.

To apply e-mail your resume to [kathy@firststateks.com](mailto:kathy@firststateks.com)

[www.firststateks.com](http://www.firststateks.com)

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