



Document Management Release Associate

Kansas Farm Bureau | Manhattan, KS

Schedule: Full-Time

Reports to: Document Management Supervisor

Join our team at KS StateBank!

For over 50 years, KS StateBank has balanced home-town banking values with a respected nation-wide presence. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary customer service. Our focus isn't just on our clients; at KS StateBank, we also strive to achieve mutual investment in our employees for long-term organizational and personal success— we invest in our team members and expect to receive engagement and results in return.

As a Document Management Release Associate you will be responsible for evaluating loans that pay off or have had a large pay down to determine if collateral can be released. This process includes updating information in Xperience, Credit Quest and ACT, producing the appropriate release documents, and making sure the releases are correctly filed. This position provides an opportunity to learn what happens behind-the-scenes at a financial institution while also providing a path for personal and career growth and development.

If you are detail oriented, are committed to quality work, have a strong ability to meet deadlines, and the ability to self-motivate to complete tasks you may be a good fit for this position. While non-client facing, internal customer service and clear communication must occur. You will be working as a part of a team to ensure correct data entry and to obtain the required documentation to fund the municipal loans.

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

If this position sounds like a good fit for you,
visit ksstate.bank/careers to view the full job description and apply.

We look forward to meeting you!