



## Quality Assurance Clerk I

Kansas Farm Bureau | Manhattan, KS

**Schedule:** Part-Time (25 Hours per week)

**Reports to:** Records Management Coordinator

### 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.

KS StateBank leverages the latest imaging and storage technology to automate document capture and retrieval, which provides an efficient single point of access for immediate and accurate electronic document search and recovery. The Quality Assurance Clerk I will be responsible for reviewing electronic documents, organizing digital files, and maintaining accurate records in our digital database with a high-level of detail and accuracy. An accurate and efficient electronic filing system enhances client service while providing greater security and protection to client and bank information, so you will also work with the Quality Assurance Team Leader within the Records Management Department to learn technical functions, software programs, and workflow time frames. Training will be provided and you'll build an understanding of all Records Management policies, procedures, and standards.

If you have an interest in using technology to organize files, adapt well to change, and enjoy learning new tasks and techniques as you grow in your role, you may be a good fit for this position. The role of Quality Assurance Clerk I offers 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.

**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](https://ksstate.bank/careers) to view the full job description and apply.

**We look forward to meeting you!**