

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for nearly sixty (60) years and sets us apart from competitors.

Position Description:	Computer Operator		
Reports To:	Application Specialist Supervisor	Department:	Information Technology
Supervises:	N/A	Classification:	Full-Time, Non-Exempt

🕒 Hours:	<ul style="list-style-type: none"> ▪ Monday through Friday, 8:00 am to 5:00 pm, typically ▪ Occasional Overnight coverage (approximately 4:00 pm to 12:00 am) ▪ Occasional overtime ▪ Other hours as needed 		
🏠 Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
📌 Role:	Initiates, monitors and controls electronic processes		
🔗 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<ul style="list-style-type: none"> • Process daily teller work received through Branch Capture: <ul style="list-style-type: none"> ○ Key information in rejected fields ○ Balance transactions ○ Work with branch personnel to resolve balancing issues • Process daily image files: <ul style="list-style-type: none"> ○ Process incoming files from various vendors and customers ○ Process outgoing files to the Federal Reserve Bank and Credit Card vendor ○ Log and verify totals of incoming and outgoing files ○ Contact vendor support if problems arise • Start and monitor jobs per daily operations checklist • Monitor hardware and report problems to supervisor; Monitor software processes and report problems to supervisor, on-call person, or vendor support • Run and monitor end of day and overnight processes for core banking systems, when needed • Stay current on new programs, updates and/or changes and assist with software testing • Adhere to CoreFirst policies, procedures and regulatory guidelines • Conduct all actions consistent with quality customer service, friendliness and the overall mission of the bank <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
Experience:	<ul style="list-style-type: none"> ▪ One (1) year of related experience ▪ Preferred: Basic computer knowledge, and operations experience or general accounting knowledge 		
Education:	High School diploma or equivalent		
Skills & Abilities:	<ul style="list-style-type: none"> ▪ Ability to follow written and verbal directions accurately ▪ Strong attention to detail ▪ Self-starter and able to work with minimal supervision ▪ Availability to work late nights ▪ 10-key experience with accuracy 		
Competencies:	Adherence to CoreFirst Values; Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.		
Other Skills:	Proficiency in Microsoft Office: Excel, Outlook, and Word		

