



## Lockbox and Payments Processor

Westloop | Manhattan, KS

**Schedule:** Part-Time, Monday through Friday afternoons

**Reports to:** Cash Management Operations Manager

### 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 are currently hiring for a part-time Lockbox and Payments Processor to join our Cash Management team as we grow and build on our success.

As a Lockbox and Payments Processor you will be responsible for performing payment processing functions with a high-level of detail and accuracy according to established policies and procedures. You will work with the Payments Team Leader within the Cash Management Department to learn technical functions and workflow time frames. The Processor will achieve objectives required and meet department standards.

The Lockbox and Payment Processor will handle all retail and wholesale lockbox transactions for the Bank, including: open, log, and track incoming remittance mail; sort and verify contents of remittance mail; perform data and item entry; balance remittance deposits; resolve rejected items and re-enter information using the lockbox platform software on an image display workstation; perform accounts receivables processing. This position will support the needs of the department workflow and other departments' needs as addressed to ensure consistency of payments throughout the bank. The Lockbox and Payments Processor will also support the Cash Management team on special projects and reporting.

We are looking for someone who can maintain confidentiality and diplomacy in order to create a positive client experience. Having minimal distractions and a self-driven focus to complete tasks is important. Those who enjoy working as a team to make sure that work is completed accurately and efficiently will find themselves in a supportive environment. If you: strive for consistent, quality work; enjoy looking for logical answer; and have the ability to easily accept change, this may be the job for you.

**Wages start at \$16 per hour.**

**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!**