



## Document Management Associate - Loan Exceptions

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.

As a Document Management Associate - Loan Exceptions, you will manage loan exceptions and provide backup as-needed to other areas of the department. Applicants must learn and demonstrate great skill in using Credit Quest, ACT and spreadsheets to gather, track and report information.

If you can maintain a high level of productivity and self-direction and also have a strong ability to prioritize your workload to meet deadlines you may be a good fit for this position. This position is ideal for someone that is willing to adapt to any situation and also has solid internal and external customer service abilities and clear communication skills.

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!**