



The First State Bank is an independent, Kansas State Chartered Bank, locally owned and operated with assets over \$450 million. We have grown to five full-service branches across Kansas and Nebraska. We are committed to giving Kansas and Nebraska families and businesses a service they can count on! First State Bank is an Equal Opportunity Employer.

Our location in Plainville has an immediate opening for a full-time Teller/Bookkeeper. See the attached page for the official job description.

Applications can be picked up at any First State Bank location or downloaded from our website www.firststatebank.com.

Please send your application and/or resume to:

First State Bank
Brandy Orme, VP/HR Officer
P.O. Box 800
Holdrege, NE 68949

Norton

P.O. Box 560
105 W. Main Street
Norton, KS 67654

P: 785.877.3341
F: 785.877.5808

Plainville

P.O. Box 160
120 W. Mill Street
Plainville, KS 67663

P: 785.434.2066
F: 785.434.4783

Hill City

P.O. Box 369
101 E. Cherry Street
Hill City, KS 67642

P: 785.421.2168
F: 785.421.5637

Hoxie

P.O. Box 137
801 Main Street
Hoxie, KS 67740

P: 785.675.3241
F: 785.675.3926

Holdrege

P.O. Box 800
401 East Avenue
Holdrege, NE 68949

P: 308.995.4411
F: 308.995.8371



FSB Bookkeeper/Teller
Job Description

General Summary

The person in this position will be rotating between the positions. They will be responsible for opening and maintaining the deposit accounts and loans of the Bank. They will also be processing all bank transactions as a Lobby or Drive-Thru teller. This person will need to operate efficiently with a high level of customer service.

Essential Duties/Responsibilities for a Bookkeeper

- Input all account information onto our core processing system.
- Maintain all account information that is on our system, including imaging documents.
- Print all bank account statements and notices for Checking, Savings, Loans, CDs, etc.
- Assist customers with account issues, i.e. posting errors, stop pays, debit card fraud, internet banking, statement research, etc.
- Balancing various accounts of the bank, i.e. ATM Settlements, Official Checks, Unposted Items, etc.

Essential Duties/Responsibilities for a Teller

- Maintaining and balancing a cash drawer throughout the day.
- Gives full service on customer accounts, including but not limited to cashing checks, processing deposits and change orders, accepting loan payments, processing night depository bags/envelopes.

Other Duties/Responsibilities

- Following your scheduled work hours. This means being ready to work before the bank opens and staying until after it closes. There also may be days where you're asked to work later or come in on Saturday.
- Understand the Bank's security system and procedures.
- Maintain knowledge of current bank products and trends by completing in-house training, reading appropriate newsletters, and attending related seminars/webinars.
- Willing to step in to assist other departments as needed/assigned.

Job Qualifications – Knowledge, Abilities, Skills

- Knowledge of all system equipment, software, processes and procedures.
- Knowledge of other bank and office equipment, hardware, and software.
- Ability to stay organized and communicate effectively and courteously in a secure and sometimes high-speed environment.
- Ability to stand for long periods of time and lift/carry up to 20 pounds.

REPORTING RELATIONSHIPS

Reports to Supervisor

Norton	Plainville	Hill City	Hoxie	Holdrege
P.O. Box 560 105 W. Main Street Norton, KS 67654	P.O. Box 160 120 W. Mill Street Plainville, KS 67663	P.O. Box 369 101 E. Cherry Street Hill City, KS 67642	P.O. Box 137 801 Main Street Hoxie, KS 67740	P.O. Box 800 401 East Avenue Holdrege, NE 68949
P: 785.877.3341 F: 785.877.5808	P: 785.434.2066 F: 785.434.4783	P: 785.421.2168 F: 785.421.5637	P: 785.675.3241 F: 785.675.3926	P: 308.995.4411 F: 308.995.8371