



JOB POSTING

Records Management Imaging Clerk I
Kansas Farm Bureau | Manhattan

SCHEDULE: Full-Time

REPORTS TO: Records 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 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 an Imaging Clerk, you will perform record management functions for all bank departments with a high-level of detail and accuracy according to established policies and procedures. You will also insure file accuracy, image quality and completeness of information. This position works closely with employees within the Records Management department to support the needs of the department workflow. The Imaging Clerk also works with other departments to ensure record management consistency throughout the bank.

Previous experience in a banking or financial institution preferred, but not required. Attention to detail is vital to this position in addition to the ability to multi-task with interruptions. You should demonstrate solid time management, organization and communication skills. Training for this positions will be provided. We also encourage participation in ongoing training opportunities to improve personal performance and your ability to contribute to the company.

Starting pay is \$15 to \$17 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 to view the full job description and apply.

We look forward to meeting you!