



# **BANK OF THE PLAINS**

## **Treasury Services Manager – Salina, Hutchinson, or Great Bend, KS locations.**

As we grow, we are looking for bright experienced individuals to join our team. This position will maintain an in-depth knowledge of bank products, services, and system functionality to help assist customers and provide administrative support as needed. The Treasury Services Manager will be responsible for writing policies and procedures and assisting with implementing new products and services.

### Qualifications:

Minimum of 3-5 years of Treasury work experience.

Extensive knowledge of DDA, Treasury Services, bankcard, and online/mobile banking products.

Customer service experience in banking.

Proven client satisfaction, problem solving, communication and decision making.

Ability to work independently, takes initiative, self-starter.

### Responsibilities:

- Provides exceptional customer service to internal and external customers by accurately and courteously addressing customer questions and processing customer requests.
- Responsible for monitoring the Domestic and International wire process, reviewing, and updating procedures, training staff, and verifying all procedures are followed by the team.
- Participate in the Wire Department for domestic incoming and outgoing wire transfers. Primary person to review and process all Domestic/International Wire Transfers Incoming/Outgoing for all branches.
- Manages and participates in electronic banking services including Cash Management/ACH Origination, Mobile Banking, Mobile Deposit, Online Banking, Bill Pay, Business Bill Pay, Positive Pay, Autobooks, and Remote Deposit Capture.
- Responsible for training and mentoring Lead Personal Bankers on all electronic banking services.
- Responsible for reviewing and updating procedures as needed for electronic banking products and services.
- Responsible for providing or delegating the duty of collecting the monthly electronic banking board reports.

- Manages the application process, exposure limits, contracts, annual reviews and daily operations for Cash Management/ACH Origination and Remote Deposit Capture. Main point of contact for branch employees and customers for these functions.
- Part of a team who is responsible for reviewing and approving daily ACH Origination files.
- Hold staff that assists with the Treasury Services Department accountable, address issues or reach out to direct manager if needed on issues and provide input for annual reviews.
- Completes the monthly Cash Management/ACH Companies Board Report.
- Assist with the training of new employees as requested.
- Promotes the bank's products and services; consistently cross-sells banks products at every opportunity.

Bank Of The Plains offers a competitive total compensation package. Benefits include Health, Dental, Vision, Life Insurance, Long Term Disability Insurance, Flexible Spending Accounts for health and dependent childcare expenses, Paid Vacation, Paid Personal time, Paid Holidays, 401K Plan, and an Employee Assistance Program.

Bank Of The Plains is an Equal Opportunity Employer.

Please forward applications or resumes to:

Bank Of The Plains HR Dept.  
1000 Adams St.  
Great Bend, KS 67530

or by email [hr@bankoftheplains.com](mailto:hr@bankoftheplains.com)