



# Kaw Valley State Bank

AND TRUST COMPANY

Wamego · St. Marys · Clifton

785-456-2021

1015 Kaw Valley Park Circle  
Wamego, KS 66547

[www.kvsb.com](http://www.kvsb.com)

## **Loan Support Specialist**

**Location: St. Marys, KS**

**Employment Type: Full Time**

### **Position Summary:**

Kaw Valley State Bank is looking for a detail-oriented and dedicated employee to work in our loan department. The ideal candidate is someone who has the ability to work in a fast-paced environment, has prior banking or financial experience, and works well in a team setting.

### **Key Responsibilities:**

- Maintain and set up files on each loan, and ensure that the information is complete and accurate before proceeding to the loan officer for approval.
- Processes documents for payments or fees.
- Perform administrative duties, such as typing, filing, or routine clerical work.
- Assist loan officer with loan generation, processing, preparation, and maintenance.
- Greet customers and direct them to the proper department or employee.
- Process invoices and check requests.
- Generate weekly reports.
- Receive and post monthly payments, and respond to such inquiries as necessary.
- Answer and direct phone calls to the corresponding loan officer, and arrange appointments as necessary.
- Demonstrate basic general knowledge of retail bank products and services.
- Maintain knowledge of aspects of the teller line including processing transactions, balancing cash drawer and vault, and basic branch operations functions.
- Ensure all departmental documents and activities are performed in compliance with applicable laws, regulations, policies and procedures as applicable to this position, including completion of required compliance training.
- Perform other duties and responsibilities as assigned.



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## **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **Skills:**

- Exceptional customer service skills
- Ability to read and interpret documents such as procedure manuals, general business correspondence and/or journals or government regulations.
- Ability to write simple business correspondence.
- Ability to read, write, analyze and comprehend simple financial documents, and/or legal documents.
- Ability to effectively present information in one-on-one and small group situations, to customers, clients and other employees in the organization
- Ability to effectively respond to questions from groups of managers, clients, customers and the general public.
- Ability to prioritize and perform a variety of concurrent tasks with minimal direction.

## **Education and/or Experience:**

- HS Diploma/GED required, Associate's degree or higher preferred
- One year of banking customer service preferred
- One year sales experience preferred
- Cash handling experience preferred

## **Work Environment & Schedule:**

- Normal business office environment
- Occasional local travel required

Apply by sending your resume to Saige Brown  
[sbrown@kvsb.com](mailto:sbrown@kvsb.com)  
785-456-2021