



**Job Opening- Deposit Operations Specialist/Primary New Accounts
Tonganoxie, KS**

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We have a full-time opening for a Deposit Operations Specialist/Primary New Accounts in Tonganoxie. Hours are Monday-Friday, 8:00am-5:00pm. Ideal candidate will have prior retail or operations banking experience.

SUMMARY

The Deposit Operations Specialist is responsible for supporting account maintenance, operational processing, reconciliation, and compliance-related activities. This role ensures accuracy, timeliness, and adherence to internal controls and banking regulations while providing operational support to Retail employees and other Departments.

Account Maintenance & Compliance

- Verify new account setup, including quality control and documentation reviewPerform document imaging and scanning
- Performance account maintenance
- Ensures that all required documentation is received so that any changes can be processed accurately and that changes are within established Bank policy and procedure
- Follows proper communication requirements regarding errors and changes to existing information

Operational Responsibilities

- Process ATM resets, cash logs, Positive Pay files, TransFund daily spreadsheets, and Overdraft Privilege (ODP) reviews
- Perform wire transfer processing in compliance with regulatory requirements

Reconciliation & Controls

- Reconcile internal and external bank accounts, including Repo and Pledge accounts
- Detect, research, and resolve discrepancies accurately and within established timeframes

Other Duties

- Provide back-up courier coverage as needed

- Support Retail employees with operational questions and issues related to new account maintenance and documentation processing
- Assist with maintaining and updating written procedures within the Deposit Operations Manual
- Provide backup support to other Deposit Operations functions as required

For consideration, please submit your resume to kathyy@firststateks.com or stop by any of our locations and complete an Application.

Equal Opportunity Employer