



Job Opening- Deposit Operations Manager/BSA Officer

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We have an opening for a Deposit Operations Manager/BSA Officer in Tonganoxie. Preferred candidates will have banking, accounting, BSA/AML, and management experience.

SUMMARY

Manages the Deposit Operations Department, including ACH, wire transfers, accounts payable, and general accounting. Serves as the Bank's BSA Officer and oversees the coordination, maintenance, security, and support of the Bank's core banking platform and ancillary systems.

Leadership and Department Management

Supervises and develops Deposit Operations Department employees in accordance with Bank policies and applicable laws. Plans, assigns, and directs work; manages scheduling, hiring, and termination decisions; provides coaching, training, and career development; conducts performance evaluations; makes salary recommendations; addresses complaints and resolves problems; motivates staff; leads regular department meetings; and ensures employees understand and follow Bank policies and procedures. Responsible for oversight related to the Operations building including identifying maintenance needs and managing building security.

BSA/AML and Regulatory Compliance

Serves as the Bank's BSA Officer and administers the Bank's BSA/AML program. Works with the Assistant BSA Officer to monitor BSA-related reports. Manages the Bank's Financial Crime Risk Management (FCRM) system, including alert monitoring, case management, investigations, suspicious activity detection, and system parameter maintenance. Evaluates potential suspicious activity and files Suspicious Activity Reports when appropriate. Prepares a monthly BSA/AML report for the Board of Directors and conducts the annual review and update of the BSA/AML Policy, BSA/AML Risk Assessment, and CIP Policy.

Core Banking Systems and Technology

Reviews, recommends, implements, and oversees policies and procedures that protect the internal and external integrity and security of the Bank's core banking applications. Communicates Bank-wide regarding the functionality of and problems with core banking applications and ancillary systems, responds to related inquiries, and assists with the ongoing management of Business Process Manager. Supports internal users with questions about core banking functionality. Reviews and recommends new applications and determines the equipment needed to support them in production.

Accounting Oversight

Manages general accounting functions, including preparation of reports, reconciliations, and maintenance of general ledger accounts.

Process Improvement and Cross-departmental Support

Develops and implements the processes necessary for the Department to achieve its goals. Reviews and recommends methods, procedures, programs, and policies that improve the efficiency and effectiveness of the Department's daily operations. Assigns department projects and monitors their progress. Serves as the liaison between Deposit Operations and other departments to ensure Deposit Operations supports their line-of-business and service needs.

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

Equal Opportunity Employer