



**Job Opening- Sr. 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 Sr. Deposit Operations Specialist.

SUMMARY

Performs advanced operational and compliance functions within Deposit Operations Department. Responsible for entering, verifying, and reconciling specialized financial data; researching and resolving complex issues; and ensuring adherence to regulatory requirements. Works with minimal supervision, exercises independent judgment, prioritizes assignments, and provides support across departments bankwide.

Operational / Account Responsibilities

- Perform daily Federal Reserve balancing
- Complete daily and month-end pledge and repo balancing
- Prepare and reconcile management reports, including GL and DDA balancing, Deposit Ops Stats spreadsheet, and cost of funds
- Process garnishments, tax warrants, IRS levies, subpoenas, and summons
- Process and reconcile federal and state withholding payments and related reporting

Assistant BSA Officer (Bank Secrecy Act) Responsibilities

- Analyze customer transactions in compliance with BSA requirements including monitoring customers who are exempt from Currency Transaction Reporting
- Review and file Currency Transaction Reports (CTR)
- Make recommendations for additional CTR exemptions
- Serve as backup to the BSA Officer
- Provide guidance, support, and training to internal staff on BSA-related matters including troubleshooting

Additional Duties

- Assist with IRA processing and provide support to internal staff
- Research and resolve complex operational issues, including account discrepancies, problem transactions, account documentation, and statement inquiries
- Assist with the annual escheatment process
- Assist with management of Business Process Management (BPM) and provide support to internal staff with questions and troubleshooting
- Provide training and support to internal customers (non-BSA related) including documentation requirements, transactions, and other research
- Is cross-trained in all Deposit Operations functions and provides back-up and assistance as needed – including new account and file maintenance data entry, FedLine verifications, Accounts Payable processing, and document scanning
- Serve as backup to Deposit Operations Manager for deposit rates, user access, and password resets

Bachelor's degree preferred and 3-5 years related experience and/or training; or equivalent combination of education and experience.

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

Equal Opportunity Employer