



NEW ACCOUNTS REPRESENTATIVE

Farmers Bank & Trust in Great Bend is looking for a full-time employee in our New Accounts Department. This is an excellent opportunity for someone with good communication and computer skills, a commitment to quality, and a desire to help others. This employee must have a positive attitude, be self-motivated, have the ability to multi-task, be detail-oriented and accurate, as well as a dependable team player.

Essential Functions include:

- Provides exceptional customer service to internal and external customers by accurately and courteously addressing customer questions and processing customer requests. Addresses difficult customer complaints and issues.
- Processes opening new accounts including Checking, Savings, Certificates of Deposit, Individual Retirement Accounts, business accounts, safe deposit boxes; processes various services including overdraft protection, transfers, etc.
- Maintains accounts, including processing address changes; closes accounts as requested by customers, orders checks, prints and/or orders debit cards.
- Reviews cash balancing for all branches on a daily basis.
- Answers incoming telephone calls; determines the purpose of calls; answers customer inquiries or appropriately forwards calls.
- Fills-in for tellers as needed.
- Helps customers with electronic banking services such as online banking, bill payment, cash management and merchant capture.

Qualifications: High school diploma or general education degree (GED); and six months to one year previous banking experience; or equivalent combination of training and experience.

We offer competitive wages in a friendly atmosphere.

Applications may be printed online at www.farmersbankks.com

Please return completed applications to:

ATTN: HUMAN RESOURCES
P.O. BOX 267
GREAT BEND, KS 67530
FAX (620) 792-6925

or email to: humanresources@farmersbankks.com

**FARMERS BANK AND TRUST IS AN EQUAL OPPORTUNITY EMPLOYER –
Minority/Female/Veteran/Disability**