



ASSISTANT CORPORATE SECRETARY

Farmers Bank & Trust is in search of a full-time Assistant Corporate Secretary to join our team. The successful candidate will complete various administrative functions and maintain documentation as assigned. Works under the general supervision of Corporate Secretary and Chief Executive Officer.

Responsibilities and Duties would include:

- Provide support and ensure accuracy and integrity of documentation used in creating Board Reports.
- Attends board meetings and documents minutes.
- Monitors various lease agreements and contracts to verify adherence to contractual obligations.
- Maintains various spreadsheets with data tracking information.
- Supports organizing and overseeing bank events.
- Assists in gathering information for annual 1099 filings.
- Reviews multiple invoices and resolves discrepancies.
- Represents the bank in the local community through active participation in community organizations.
- Various other duties as assigned

Qualifications would include:

- Two-year college degree; one to three years previous secretarial experience; or equivalent combination of education and training.
- Maintains a high level of discretion and confidentiality.
- Strong attention to detail with focus on quality and accuracy.
- Ability to communicate effectively.
- Perform work independently while taking initiative and prioritizing activities.

FARMERS BANK AND TRUST IS AN EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED

Applications may be printed online at www.farmersbankks.com

Please return completed applications to:

ATTN: HUMAN RESOURCES
1017 HARRISON
GREAT BEND KS, 67530
FAX (913)387-5558

or email to: humanresources@farmersbankks.com