



At KS Bank, we believe in our people, the value of relationships and the communities we serve. As we approach 100 years of service to our local communities, KS Bank knows our people are the driving force behind our continued success. Voted the 2023 “Best Place to Work” in Johnston County, KS Bank has developed an organizational culture focused on employee engagement, learning and development. We are seeking team members with a commitment to service and community.

KS Bank is currently seeking a Deposit Operations Specialist to work in our Smithfield Operations Center. Primary duties for this role include, but not limited to:

- Monitoring and addressing all non-post, stop pays, or NSF items on a daily basis.
- Manage Cash Ordering from FRB for all branches and balance the Cash Vault on a daily basis.
- Responsible for managing and overseeing the bank’s Bounce Protection Program and sending all applicable letters, notices and disclosures to customers.
- Responsible for processing all cash items and ensuring they are sent to the branch and the branch is notified of the returned item in a timely manner.
- Research and locate FED Adjustments and prepare all necessary paperwork and entries related to such adjustments.
- Review all Regulation CC Check Holds placed by branches to ensure they are completed accurately and have valid hold reasons.
- Responsible for levies, garnishments and bankruptcy requests.
- Process all summons and subpoena requests received by the Bank in a timely manner.

Qualifications Include:

- Previous experience working in banking functions, with at least 1 year experience in the branch operations or deposit operations functions of a financial institution highly preferred.
- Ability to serve clients in a cordial, tactful and professional manner.
- Ability to read reports, screens and process transactions.
- Ability to manage time effectively to complete daily tasks.
- Strong technical acumen with MS Office proficiency and the ability to navigate a windows-based system

Kenly (919) 284-1017	Selma (919) 965-6351	Wilson (252) 291-7283	Clayton (919) 550-0200	Goldsboro (919) 736-1000
Smithfield (919) 938-3119	Garner (919) 773-2640	Wendell (919) 365-0771	Four Oaks (919) 963-2112	Dunn Loan Office (910) 304-1665