



Trust Operations Specialist

Employer

RCB Bank
126 S Summit St
Arkansas City, KS 67005
316.247.7696

Position Information

Job Title: Trust Operations Specialist

Employment Status: Full-Time

FLSA Status: Non-exempt

How to apply: Online

RCB Bank has been a responsible employer since 1936, standing firm on moral and ethical principles as a bank and as an inclusive employer while fulfilling our commitment to excellence. Operating with values such as integrity, respect, sincerity, and honor, RCB Bank is an equal opportunity employer, striving to hire diverse employees who meet high standards of character, education, and occupational qualifications. RCB Bank is dedicated to building Relationships, contributing to our communities, and embracing our Boldness! With over 60 locations, RCB Bank offers a variety of excellent career opportunities in Oklahoma and Kansas. We offer full-time and part-time opportunities along with a comprehensive benefit package (eligibility requirements apply).

Position Summary: Assists department manager and is involved in all areas of Trust. Performs day-to-day accounts payable and receivable activities of Trust Operations department and takes care of daily balancing.

Job Description:

- Ensures prompt and accurate handling of client accounts
- Recommends new methods and procedures to make daily operations more efficient
- Develops, implements and monitors appropriate audit controls
- Responsible for the preparation and preservation of required books and records
- Ensures compliance with Bank policy in addition to Federal and State laws and regulations applicable to the Trust department

- Must take all annual assigned compliance training course and complete with a passing score
- Maintain close communications with Trust and RCB Bank personnel to ensure that the functional area is adequately servicing both internal and external customer needs

Experience Required:

- Computer Skills
- Customer Service experience
- Trust experience preferred

Education, Certifications & Training

- High School diploma or GED required

Job-Specific Skills & Knowledge

- Basic clerical and process skills
- Ability to communicate clearly and effectively with customers and co-workers and learn quickly
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Ability to work in a fast-paced work environment while effectively adjusting to changing priorities ensuring no loss of efficiency, accuracy or customer relations
- Excellent time management skills
- Ability to operate Microsoft Office (MS Windows, Outlook, Excel, PowerPoint, and Word)
- Ability to perform sedentary work
- Ability to read and speak English fluently

Application Instructions:

To be considered for an interview - please complete an application on: [RCB Bank.com/Careers](https://www.rcb.com/careers) for a Job/ look for the position by title or location.