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Item Processor I

Employer

RCB Bank
126 S Summit St
Arkansas City, KS 67005

Position Information

Position Type: Full-time

Work Location: Arkansas City

Scheduling: Rotating Schedule from 8:30am - 5:30pm or 9:00am - 6:00pm with 11:00am - 8:00pm

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:

Responsible for handling a variety of back office operational tasks on a daily basis, with emphasis on working as a team player.

Essential Functions:

- Responsible for data entry, research and balancing of all branch location's daily work in POD along with meeting daily deadlines including cash letter, merchant run processing, reports, letters and notices.
- Responsible for indexing scanned documents and working in various queues and reviewing a variety of back office reports.
- Responsible for answering phone calls internally relating to Item processing duties.
- Department is also responsible for a variety of other duties including lockbox and ACH processing on a daily basis.

**Experience Required:**

- Previous banking experience preferred.

Education, Certifications, & Training:

- High school diploma or GED required.

Job Specific Skills & Knowledge:

- Ability to maintain confidentiality.
- Strong communication skills.
- Ability to handle detailed work with accuracy while meeting stringent deadlines.
- Excellent typing, computer and 10-key skills.
- Ability to multi-task.

Working Conditions:

Individuals in this position must be able to perform essential functions and physical demands within these documented working conditions with or without reasonable accommodation:

This position is in an office environment in the basement of a climate-controlled facility. There is frequent use of the telephone, computer, and other office equipment associated with this position. Individuals in the positions are typically seated at the personal desk for the majority of the day.

The individual responsible for this role must be able to perform job functions with general supervision and work effectively as a member of the team and independently. The individual must be capable of working harmoniously with diverse personalities of coworkers, staff, and customers. This position requires regular and reliable attendance and the ability to work varying hours.

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.

