Teller

**United Bank & Trust Clay Center** is accepting applications for a bank teller with potential for growth. This full-time position is a career opportunity for an individual who is friendly, customer service focused, detail oriented and eager to work in a team environment. It comes with a full benefit package and paid holidays. Hours Monday – Friday and Saturday morning rotation..

Key responsibilities include: receiving and maintaining accurate records of customer transactions, cashing checks and promoting the bank’s services and products.

Resumes should be sent to: United Bank & Trust, Attn: Maria Pfizenmaier, 502 Lincoln Avenue P.O. Box 514, Clay Center, KS 67432.

**United Bank & Trust in Belleville** is currently seeking a Full-Time Teller, who is a customer-service focused individual.

Key responsibilities include: receiving and maintaining accurate records of customer transactions. Cashing checks within assigned limits, promoting the bank’s services and referring customers to other products and services.

Applicants should have a high school degree and previous cash handling experience. Excellent Benefits Offered.

Resumes should be sent to United Bank & Trust, Attn: Ryan McMillan, 1404 28th St, Belleville, KS  66935.

**United Bank & Trust in Seneca** is currently seeking a Full-Time Teller, who is a customer-service focused individual.

Key responsibilities include: receiving and maintaining accurate records of customer transactions. Cashing checks within assigned limits, promoting the bank’s services and referring customers to other products and services.

Applicants should have a high school degree and previous cash handling experience

Interested applicants should submit their resume United Bank & Trust Attn: Tim Rottinghaus, 502 Main, Seneca, KS 66538

EEOE M/F/D/V

Full Time Personal Banker

United Bank & Trust is currently seeking a Full Time Personal Banker Sabetha Branch who is a customer-service focused individual.

Qualified applicants needs to be proficient in the latest versions of Excel and Word, and have excellent communication and organizational skills. Must be a self-motivated, detail oriented person and have outstanding customer service skills. High School diploma or equivalent required. Previous cash handling experience preferred.

Key Responsibilities:

* Opening and processing new deposit accounts, provides customers with information on all bank products and services.
* Prepares required deposit product applications, maintains files, and obtains required documentation.
* Researches & resolves problems and responds to customer inquiries.
* Cross sells and refers customers to all bank products and services, among other day to day banking duties.

Excellent benefits offered

Interested applicants should submit their resume in person or by mail to United Bank & Trust Attn: Kyle Allen, 935 Main St, Sabetha, KS 66534.

EEOE M/F/D/V

