



## **Part-Time Personal Banker - Clyde**

United Bank & Trust is seeking a Personal Banker to join our team at our Clyde location.

Qualified applicants need to be proficient in the latest version of Excel and Word, be self-motivated, and detail oriented. Must be able to follow compliance policies and procedures and maintain confidentiality. We are seeking a reliable individual who has excellent interpersonal communication skills that can provide our clients with exceptional service. Previous banking experience is preferred but not required. This is a part-time role, with flexibility to move to full time for the right candidate.

Key responsibilities: Open and process new accounts, prepare and maintain applications and documentation, perform account maintenance and respond to customer inquiries. Support business growth by promoting bank services and identifying appropriate product referral in addition to performing other day to day banking responsibilities as assigned.

United Bank & Trust provides a competitive benefits package for eligible full-time employees.

Resumes can be sent to United Bank & Trust c/o Ryan McMillan 413 Washington Street, Clyde, KS 66938 or by e-mail to [rmcmillan@ubankonline.com](mailto:rmcmillan@ubankonline.com).

EEOE M/F/D/V



## **Teller – Sabetha Location**

United Bank & Trust is seeking a Teller to join our team at our Sabetha location.

Qualified applicants need to be proficient in the latest version of Excel and Word, be self-motivated, and detail oriented. Must be able to follow compliance policies and procedures and maintain confidentiality. We are seeking a reliable individual who has excellent interpersonal communication skills that can provide our clients with exceptional service. Previous banking or cash handling experience is preferred but not required.

Key responsibilities: Maintains accurate records of transactions, performs account maintenance, issues money orders, cashiers checks, and redeems savings bonds. Prepares settlements for teller cash and proof transactions. Promotes the bank's services and refers customers to other products and services, along with other day to day banking duties or assigned projects.

United Bank & Trust has an excellent benefit package including Health and Dental Insurance, 401k option, a Paid Time Off program in addition to paid federal holidays.

Resumes can be sent to United Bank & Trust c/o Kyle Allen 935 Main Street, Sabetha, KS 66534 or by e-mail to [kallen@ubankonline.com](mailto:kallen@ubankonline.com).

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