



Personal Banker - Seneca

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

Qualified applicants must be reliable individuals who have excellent interpersonal communication skills that can provide our clients with exceptional service. They 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. Previous banking experience is preferred but not required.

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 comprehensive benefit package featuring Health and Dental Insurance, 401(K), Paid Time Off – Including most Federal Holidays, Life Insurance, and access to an Employee Assistance Program.

Resumes can be sent to United Bank & Trust c/o Lacey Frehe Po Box 208, Seneca, KS 66538 or by e-mail to lfrehe@ubankonline.com.

EEOE M/F/D/V



Teller - Concordia

United Bank & Trust is seeking a Teller to join our team at our Concordia 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 Jeremy Hacker 2010 Lincoln St, Concordia, KS 66901 or by e-mail to jhacker@ubankonline.com.

EEOE M/F/D/V