



## **JOB POSTING**

**Government Finance Associate  
Kansas Farm Bureau | Manhattan, KS**

### **SCHEDULE:**

**Full-Time**

### **REPORTS TO:**

**Assistant Vice President, Government Finance**

Are you a detail oriented person with excellent communication skill? Do you have the ability to define and solve problems? If so, KS StateBank has an opportunity just for you. We are looking for someone to join our team as a Government Finance Associate at our office at Kansas Farm Bureau in Manhattan, KS!

As a Government Finance Associate, you will be responsible for preparing credit submittals for the credit underwriter. This includes research and data entry, organizing and analyzing of submitted documentation, and compliancy with rates and regulations. Once approved, you will also be responsible for a thorough review of Contracts prior to forwarding to the processing team. Exceptional customer service is a must as you will be responsible for answering the Government Finance phone line and directing calls to the appropriate department.

If you are interested in expanding your knowledge within the Government Finance field, this is the position for you. Your career advancement and financial reward is only limited by our shared success and your contribution to our continued growth.

### **ESSENTIAL FUNCTIONS**

- Prepare credit packages to assist in credit submission.
- Data entry into both our pre-funding and post-funding database.
- Process credit approvals and rejections.
- Develop a profound understanding of the Contract.
- Forward Contract to designated processing associate in a timely manner.
- Answer the telephone and direct calls and customers in a polite and courteous manner.
- Must be able to contribute to team-oriented environment, including support of other team member's duties in a manner that further advances the goals and objectives of the department.
- Establishes and maintains effective business and working relations with vendors, suppliers, external customers and company personnel and management.
- Assumes responsibility for related duties as required or assigned.

### **EXPERIENCE & QUALIFICATIONS**

- A high school diploma or GED is required
- One to two years of experience in a professional work environment

### **TECHNICAL SKILLS & ABILITIES**

- Acute attention to detail
- Ability to define and solve problems
- Able to multi-task
- Good communication skills
- Experience with Microsoft Office
- Contribution to Process Improvements

*Employee benefits include 401k, health, dental and vision insurance and paid time off.*

*Apply right away at [ksstate.bank/careers](http://ksstate.bank/careers).  
No phone calls or fax submissions please. EOE*