



BOOKKEEPER

Farmers Bank & Trust in Great Bend is seeking a full-time Bookkeeper to join our team. This onsite, in-person position is ideal for someone who is detail-oriented, dependable, and committed to accuracy and excellent customer service.

Responsibilities:

- Provide exceptional customer service to customers and staff
- Balance accounts, transactions, vault cash, and ATM funds
- Process returns, stop payments, charge backs, and account adjustments
- Research discrepancies and prepare reports
- Answer phone inquiries and assist with online banking support
- Assist with monthly reporting and general bookkeeping tasks
- Maintain confidentiality and comply with bank policies

Qualifications:

- High school diploma or GED; 1–3 years banking experience preferred
- Basic knowledge of accounting principles (debits/credits)
- Strong attention to detail and accuracy
- Strong math, communication, and computer skills

We offer competitive pay and a friendly work environment.

Applications may be printed online at www.farmersbankks.com

Please return completed applications to:

ATTN: HUMAN RESOURCES
P.O. BOX 267
GREAT BEND, KS 67530
FAX (913) 387-5566

or email to: humanresources@farmersbankks.com