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# RCB BANK

*That's my bank!*

## Trust Operations Officer

### Employer

RCB Bank  
126 S Summit St  
Arkansas City, KS 67005  
316.247.7696

### Position Information

**Job Title:** Trust Operations Officer

**Employment Status:** Full-Time


**FLSA Status:** Non-exempt

**How to apply:** Online

RCB Bank has been a responsible employer since 1936, standing firm on moral and ethical principles as a bank and as an inclusive employer while fulfilling our commitment to excellence. Operating with values such as integrity, respect, sincerity, and honor, RCB Bank is an equal opportunity employer, striving to hire diverse employees who meet high standards of character, education, and occupational qualifications. RCB Bank is dedicated to building Relationships, contributing to our communities, and embracing our Boldness! With over 60 locations, RCB Bank offers a variety of excellent career opportunities in Oklahoma and Kansas. We offer full-time and part-time opportunities along with a comprehensive benefit package (eligibility requirements apply).

### **Job Description:**

- Assist with daily Trust operations issues
- Ensure adequate due diligence and recordkeeping
- Perform complex inquiries and searches
- Provide backup when team members are absent
- Maintain a high level of process quality, efficiency and audit control standards
- Ensure operations compliance/risk management requirements are being met.
- Maintain expertise with respect to industry and system developments
- Ability to independently identify problems and provide solutions.
- Effectively communicate with staff
- Provide high quality internal service to the Administrative and Investment areas
- Participate in Trust sub-committees as assigned

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- Ensure compliance with RCB Bank policy
  - Achieve established personal goals and objectives
  - Other duties as may be assigned.

**Application Instructions:**

To be considered for an interview - please complete an application on: [RCB Bank.com/Careers](https://www.rcb.com/careers) for a Job/ look for the position by title or location.

