



## ***Full and Part-time Bank Tellers***

First Columbia Bank & Trust Co., a strong, independent community bank seeks full-time and part-time Tellers for our Bloomsburg, PA area branch offices. The ideal candidates must have a high school diploma or equivalent, with an emphasis in accounting or business curriculum. In addition, 1-2 years in customer service, retail or sales, and cash handling experience with a high degree of accuracy is preferred.

Primary responsibilities include, but are not limited to:

- Performing a variety of duties to support the paying and receiving function of the community office, including:
  - Accept deposits of various account types.
  - Cashes checks within approved authority and operating policy.
  - Sells Cashiers Checks, Money Orders, etc.
  - Accepts loan payments, safe deposit box rent, and other related payments.
  - Processes night deposits and mail deposits.
  - Greets and serves customers in a friendly and courteous manner.
- Reporting pertinent information to the immediate supervisor
- Responding to inquiries or requests for information.

Requirements: Selected candidates must possess a friendly, positive and professional mannerism, and the ability to deliver exceptional customer service. Reading, writing, and excellent verbal communication skills are also required. Ideal candidates will have good analytical, mathematics, and computer skills (including Microsoft Office applications), as well as the ability to operate various office machines. Skillful eye-hand coordination, attention to details, and the ability to lift heavy coin bags and stand for several hours at a time is required.

Work hours are as follows:

**Full Time:** Monday-Friday, 37.5 hours per week; including early evening hours and rotating Saturdays. Benefits include medical, dental & vision, 401(k), paid holidays and vacation

**Part Time:** Must be flexible to work Mon-Fri, 25-29 average hours per week, morning and afternoon hours, early evening hours and rotating Saturdays. Benefits include 401(k), paid holidays and vacation

We provide 2-weeks of teller training.

A completed employment application **is required** to be considered, available at: [www.firstcolumbiabank.com](http://www.firstcolumbiabank.com) tab "Careers", or at any branch office.  
(If you attach a recent resume, you must still complete the employment application in its entirety)

**First Columbia Bank & Trust Co.**  
**c/o Human Resources Dept.**  
**P.O. Box 240**  
**Bloomsburg, PA 17815**  
*Equal Opportunity Employer of  
women, minorities, protected Vets,  
and individuals/w disabilities..*