



## ***Part-time Bank Tellers***

First Columbia Bank & Trust Co. seeks part-time Tellers in our Bloomsburg area and Danville branch offices. We're looking for candidates who displays a friendly, positive, professional mannerism and enjoys working with the public. Candidates must have a high school diploma or equivalent, further education/training in business/accounting curriculum preferred; 1-2 years in customer service, retail or sales, cash handling experience with a high degree of accuracy.

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:

**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. Must complete Bank's 2-week teller training program.

A completed employment application **is required** to be considered, available at: [www.firstcolumbiabank.com](http://www.firstcolumbiabank.com) "Careers" or at any branch office.

You may attach a recent resume.

**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..*