



Commercial Loan Processing Associate 1

First Columbia Bank & Trust Co., a strong, independent community bank with over \$700 million in assets and 195 employees headquartered in Bloomsburg PA, seeks full-time Commercial Loan Processing Associate 1 in our Bloomsburg, PA (Central Road) office. This position reports to the AVP, Commercial & Retail Loan Processing Manager. The selected candidate must have a high school diploma or equivalent with specialized banking education and/or training preferred. A minimum of one (1) year experience in a related position is also preferred along with a working knowledge of loans and documentenation.

Essential Duties: The selected candidate will perform a variety of duties to support the commercial loan function, including but not limited to:

1. Order and follow up on appraisals, flood searches, property searches, and title insurance.
2. Understands the loan policy, approval process, loan authority limits, and all exceptions to guidelines.
3. Prepares loan documentation.
4. Works closely with title agents, abstract companies, attorneys, and lenders to prepare closing documents and schedule closings.
5. Utilizes Microsoft Word, Excel and Outlook to prepare correspondence, forms, and reports as necessary and to schedule closings.
6. Utilizes specialized departmental software to prepare loan documentation.
7. Reviews and verifies all documents for accuracy before and after closing.
8. Book new loans to bank system and process loan and/or fee transactions.
9. Answers and places telephone calls; assist callers if possible or transfers calls to the proper individual or department.
10. Cooperates with, participates in, and promotes the adherence to all internal policies, procedures, and practices in support of risk management and overall safety, soundness, and compliance with all regulatory requirements. This includes annual Bank Secrecy Act (BSA), Community Reinvestment Act (CRA), and Equal Credit Opportunity Act training and complying with all BSA rules and regulations as they pertain to the job position within the Bank.

The selected candidate must have the following skills:

1. Proficient reading, writing, grammar, and math skills.
2. Moderate interpersonal relations and verbal communication skills.
3. Proficient typing and computer skills, including use of microsoft word and excel.
4. Must have proficient follow through and excellent phone skills.
5. A working knowledge of bank operating policies and procedures which impact mortgage loan documents services; limited knowledge in Loan Processing and closing documentation; limited knowledge of lending policies and procedures is preferred.

We provide a competitive compensation and excellent benefit package including 401(k), paid holidays and vacation. To be considered for this position, please send resume and cover letter to:

First Columbia Bank & Trust Co.
Attn: Human Resources Dept.
P.O. Box 240
Bloomsburg, PA 17815
Or via email to:
careers@firstcolumbiabank.com

Equal Opportunity Employer of women, minorities, protected Vets, and individuals with disabilities.