



## Financial Services Assistant

First Columbia Bank & Trust Co., a strong, independent community bank with over \$700 million in assets and 195 employees headquartered in Bloomsburg PA, seeks part-time Financial Services Assistant in our Bloomsburg, PA (Buckhorn) office. This position reports to the SVP, Chief Wealth Management Officer. The selected candidate must have a high school diploma or equivalent with a minimum of three (3) year experience in a customer service related position. Specialized financial services education and/or training and three (3) to five (5) year's financial services related experience is preferred. In addition, ability to study and take exam for Life & Health, Series 6 & 63 licenses is preferred.

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

- A. Receive, Read and respond to correspondence directed to the Financial Services office.
- B. Maintain a document file of special projects and activities in progress for the office.
- C. Respond and/or gather information relating to issues, following through to a satisfactory conclusion or requiring further action by the Staff.
- D. Prepare preliminary work on various future projects.
- E. Perform various secretarial duties. If qualified as level 2, the selected candidate will provide quotes, reports, etc., pertinent to client needs.
- F. Handle special projects as directed, coordinating work with other staff or clients.
- G. Maintains an ongoing awareness of new business opportunities.
- H. Greet customers in a pleasant manner, providing general information; answer and place telephone calls; maintain poise in responding to difficult customers.
- I. 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) 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. Proficient interpersonal relations and verbal communication skills.
3. Proficient typing and computer skills, including use of microsoft word, power point, outlook and excel.

We provide a competitive compensation and excellent benefit package including 401(k), paid holidays and vacation. Candidate must be flexible to work 25-29 hours per week. 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.*