



### *Loan Servicing Associate 2*

First Columbia Bank & Trust Co., a strong, independent community bank with over 190 employees headquartered in Bloomsburg PA, seeks full-time Loan Servicing Associate 2 in the Loan Servicing Department at our Bloomsburg (Lightstreet), PA office. As part of the Loan Services Department, this position reports to the AVP, Loan Services Manager. The ideal candidate must have a high school diploma or equivalent, with specialized banking education and / or training preferred. In addition, a minimum of one (1) year experience in related position is required, with a preference for banking experience.

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

1. Loan Payments
  - a. Remit and process payments received and department billings as required.
  - b. Perform daily correction of unposted transactions and review of system generated notices for mailing.
  - c. Reconcile loan general ledger expenses and suspense accounts as required.
2. Customer Service
  - a. Answer and direct incoming phone calls from internal and external customers.
  - b. Research and follow up on internal and external customer inquiries and issues.
  - c. Assist other Loan Servicing Associates and Loan Servicing Manager as assigned or directed in order to accomplish department goals and responsibilities.
3. Loan Documentation
  - a. Review new loan documentation for completeness of signatures; correct documents, disclosures and collateral filings. Process includes any necessary follow up of discrepancies.
  - b. Review loan coding on core system for all new loans and process any necessary maintenance for corrections as required per current procedures.
  - c. Create ticklers as necessary for various events that need follow up on individual loans such as collateral insurance, renewals of financing statement or liens, and future system changes on loans.
  - d. Record, renew or satisfy collateral filings which may include mortgages, vehicle titles and financing statements for new loans, current loans or paid off loans.
4. 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.

**Requirements:** The selected candidate must have the ability to use a personal computer with Windows and Web-based software applications including Microsoft Word and Excel. Reading, math, and analytical skills are also required, as well as excellent interpersonal and communication skills (both verbal and written). Candidates must have proficient typing skills with high attention to detail and accuracy; and a positive and professional mannerism. Must have a working knowledge of loan documentation and servicing requirements, and bank operating policies and procedures that impact loan document services.

Work hours are Monday-Friday, 37.5 hours per week. Must be flexible to work additional hours as needed. 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 a 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/w disabilities.*