



Loan Processing Associate

A full-time Loan Processing Associate position is available in the Bank's Lending Division located at our Operations Center on Central Road in Bloomsburg.

This position includes but not limited to: Provides information for and assists in the preparation of various loan reports as directed; orders appraisals and request for construction inspections, processes requests for construction draws; reviews loans booked for accuracy and place verifications in the loan files; assembles files and ships to PHFA and follows up on any missing documentation with PHFA; book all types of loans on system; verifies all loans being closed have proper approvals, meet bank policy and are complete; assembles all types of closed and booked files; assists with the loan closing log report and other loan related reports. Provides clerical support such as typing of various correspondence memos, forms, table and reports; answers and place calls; assists callers and transfers calls to proper individuals or departments.

Education & Experience: HS diploma or equivalent required and/or additional education in banking or specialized training a plus. Minimum 1-2 year(s) experience in banking, customer service, or related positions is required.

Skills: High degree of accuracy, attention to detail and good organizational skills
Proficient reading, writing, grammar and mathematical skills
Moderate interpersonal relations, communicative and telephone skills
Proficient computer skills; familiar with Microsoft Office programs including Excel
Knowledge of loan documentation and of lending policies and procedures a plus

Hours: Mon-Fri, 37.5 hours per week; flexible to work additional hours as needed

Benefits: Include a competitive compensation and excellent benefit package, including 401(k), paid holidays and vacation.

To be considered, we require a completed employment application available at:

www.firstcolumbiabank.com "Careers"

or at any branch office.

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 with disabilities*