



## ***Part-time Teller – East Street Office***

First Columbia Bank & Trust Co., a strong, independent full-service community bank with over \$800 million in assets and 195 employees headquartered in Bloomsburg PA, seeks a Part-time Teller to help support our East Street Office. Teller positions may rotate between various branches when needed.

We're looking for a candidate who displays a friendly, positive, professional mannerism and enjoys working with the public. Candidate 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 candidate must possess excellent reading, writing, and verbal communication skills. Ideal candidates will have good analytical, math, 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. Must be able to stand for several hours at a time.

**Part Time Work Hours:** 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.

We provide a 2-week teller training program.

To be considered for this position, please send a resume or application to:

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