



Part-time Tellers – Multiple Branch Locations

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 part-time Tellers to help support our 14 community branch offices. Located throughout the Benton, Berwick, Bloomsburg, Buckhorn, Catawissa, Danville, Elysburg, and Millville areas we have immediate and future opportunities available. Teller positions may rotate between various branches until a permanent position becomes available.

We're looking for candidates who display a friendly, positive, professional mannerism and enjoy working with the public. Candidates 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 candidates must possess a friendly, positive and professional mannerism, and the ability to deliver exceptional customer service. Reading, writing, and excellent verbal communication skills are also required. Ideal candidates will have good analytical, mathematics, 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 and stand for several hours at a time is required.

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. Must complete Bank's 2-week teller training program.

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

First Columbia Bank & Trust Co.

Attn: Human Resources Dept.

P.O. Box 240

Bloomsburg, PA 17815

Or via email to:

careers@firstcolumbiabank.com