



### **Senior Trust Clerk**

First Columbia Bank & Trust Co., a strong, independent community bank with over \$800 million in assets and 195 employees headquartered in Bloomsburg PA, seeks a full-time Senior Trust Clerk to support the services provided by the Trust Department as listed below at our Bloomsburg (Lightstreet), PA office.

The Trust Department serves as Executor of individuals Last Wills and Testaments, Trustee of trusts created for the benefit of children, grandchildren, scholarships and charitable organizations, Financial POA for individuals; and Agent to assist with investment accounts.

The ideal candidate must have a high school diploma or equivalent, with additional education in accounting, business or specialized training preferred. In addition, a minimum of two (2) years experience in banking or a related position is required. As part of the Trust Services Department, this position reports directly to the VP, Trust Services Director.

Primary responsibilities include, but are not limited to:

1. Performs a variety of duties to support the trust department services, including:
  - a. Daily communication and reporting with operations outsourcing and daily account balancing. Written and telephone correspondence with customers, beneficiaries, service providers, auctioneers, realtors, accountants, attorneys, etc. in regards to accounts.
  - b. Account maintenance of the data system (i.e. open/close accounts, new/updates to name and address records, etc.). Process transactions related to all accounts accurately and timely. Assist in keeping all customers files up to date.
  - c. Check processing for all distributions and bill payments.
  - d. Assist with placing trade orders. Finalize and document all purchases and sales of securities and maintenance of required ledgers relating to this function.
  - e. Prepares various account and related statements; coordinates information for internal and external reports, e.g., accounting, tax reporting, Trust Committee and account reviews, etc.
  - f. Provides customer support as needed.
  - g. Contribute to team effort by accomplishing tasks as needed.
2. 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 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 attention to detail and accuracy; and a positive and professional mannerism.

Work hours are Monday-Friday, 37.5 hours per week. We provide a competitive compensation and excellent benefit package including 401(k), paid holidays and vacation.

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](mailto:careers@firstcolumbiabank.com)