



The First National Bank of Groton is seeking ambitious and talented individuals to join our dynamic team. Explore exciting career opportunities with us.

Company:

The First National Bank of Groton is a locally owned Community Bank established in 1865, with a mission of *Customers for life, one day at a time*. The Bank provides a full range of loan and deposit services at its offices in Groton and Moravia, New York. As a team member, you will play an important role in satisfying that mission by meeting the needs of our customers each and every day.

Position: Administrative/Customer Service/Executive (ACE)

Requirements:

Business or accounting experience is preferred, but we are willing to train an individual who is motivated and eager to learn. Computer skills and the ability to use Microsoft Office products are needed. Applicants must be able to work as a team player, arrive on time, be dressed and groomed in a professional manner, and be comfortable using computers. A high school diploma or equivalent is required.

Duties:

An ACE employee gains valuable exposure to various departments within our organization, with a primary focus on Administration/Finance and Executive functions. Key responsibilities in these areas may include:

- **Financial Reporting:** Preparing and assembling monthly board reports, assisting with accounts receivable, monitoring account information and investments, balancing accounts, and processing stock transactions.
- **Administrative Support:** Providing reception support during the absence of the Executive Assistant.

In addition to these core responsibilities, employees may also contribute to customer service efforts within departments such as Teller, Lending, and Operations. These roles may involve:

- **Transaction Processing:** Handling deposits, withdrawals, check balancing, and cash drawer reconciliation with high accuracy.
- **Loan Support:** Assisting with various loan inquiries and applications.
- **Customer Service:** Answering phone calls, processing wire transfers, resolving debit card issues, providing online banking support, and addressing customer concerns with respect, courtesy, and professionalism.

The anticipated schedule is five days and 37-45 hours per week, Monday – Saturday per business needs as determined by your supervisor.

Benefits:

We offer a competitive compensation and benefits package. Package includes 401k plan with 8%-10% employee contribution, Health Insurance (some vision and pediatric dental included in health insurance), Dental Insurance, Life Insurance, Vacation Pay, Sick Pay, Holiday Pay, Bereavement Pay, AFLAC, Disability, NYPFL, Flexible Spending Account, and Employee Assistance Program. We also provide limited tuition reimbursement for bank-related education.

Starting Pay Range:

\$18.00 - \$20.00

If you are ready to start a career at the Groton Bank, we are ready to help you grow in a successful and exciting career. Apply today.