



**GALYEAN**  
INSURANCE AGENCY



## JOB POSTING NOTICE

**Position:** Fraud & Payments Administrator

**Location:** Sulphur Springs

**Hours:** Monday – Friday 8 AM – 5 PM

**Start Date:** ASAP

### Requirements:

- Personify the Alliance Bank's mission statement of ***The best in all we do.***
- High School Diploma (or equivalency).
- Three (3) years' experience in banking or job-related field and one (1) year of training and/or education in accounting field or a combination of education and experience providing equivalent knowledge.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees' requests with tact, diplomacy, and a sense of urgency.
- Highly detailed-oriented with the ability to organize, schedule, and prioritize tasks and responsibilities as well as certain departmental functions to improve efficiency.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Ability to write proper business correspondence, develop spreadsheets, and create slide presentations and certificates.
- Knowledge of state and federal banking regulations and Alliance Bank's policies, procedures, products and services.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Ability read, write, and speak the English language; bilingual in Spanish a plus.
- Ability to operate basic office equipment i.e. calculator, and PC; with job related software.

Qualified applicants should submit a resume online to [HR@Alliancebank.com](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.

***The best in all we do.***

Equal Opportunity Employer