



**GALYEAN**  
INSURANCE AGENCY



## JOB POSTING NOTICE

**Position:** BSA Analyst I

**Location:** Sulphur Springs

**Hours:** Monday – Friday 8 AM – 4 PM

**Start Date:** ASAP

### Position Purpose

This position is responsible for administrative and clerical functions of the BSA Department, including responsibilities for tasks involving Bank Secrecy Act compliance.

### Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do.*
- High School Diploma (or equivalency).
- Two (2) years' of experience in banking or job related 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, customers with tact, diplomacy, and a sense of urgency.
- A strong customer service orientation, with excellent listening, interpersonal written, and oral communication skills
- 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 write proper business correspondence, develop spreadsheets, and create slide presentations and certificates.
- Ability to work well with others, good organizational skills, and attention to details.
- Knowledge of federal and state regulations relating to audit standards, objectives and procedures.
- Ability to operate basic office equipment, i.e. calculator, 10-key touch, and PC, with job related software.
- Ability read, write, and speak the English language; bilingual in Spanish a plus.
- Office setting with moderately varied desk-oriented activity.
- Schedules are prepared based on business need and subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.

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