



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Credit Analyst

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose:

This position is responsible for providing assistance to the lending staff in the development, analysis and monitoring of loan customers. Such assistance may be in the preparation of loan requests, reviewing existing loan files, inspection of collateral, analysis of financial information, and other lending related functions as required.

Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do.*
- High School Diploma (or equivalency).
- Knowledge of specialized principles that would be obtained through a formal four (4) year academic program, and a minimum of three (3) years' experience in a financial institution.
- 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 work well under pressure and in a high-stress environment.
- Requires excellent writing, communication and reporting skills.
- Must be proficient in Excel and Word.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations
- Ability read, write, and speak the English language; bilingual in Spanish a plus.
- 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer