



## JOB POSTING NOTICE

**Position:** Electronic Payments Assistant

**Location:** Sulphur Springs

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

**Start Date:** ASAP

### Position Purpose:

This position is responsible for assisting the Electronic Coordinator in the processing of wire transfers and all electronic debits and credits. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

### Requirements:

- Personify Alliance Bank's mission statement of *The best in all we do.*
- High School diploma or equivalency.
- Ability to read, write and speak the English language, bilingual helpful.
- Two (2) years' experience in banking or job related field and one (1) year of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- Must possess analytical skills and the ability to visualize and interpret data.
- Ability to organize and prioritize own tasks and responsibilities as well as certain departmental functions to improve overall efficiency as well as to set goals and meet deadlines.
- Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
- Ability to perform multiple tasks with a prescribed time period.
- Ability to operate basic office equipment i.e. typewriter, calculator, and PC; with job related software.
- Knowledge of state and federal regulations as well as Alliance Bank's policies and procedures, products, and services.
- Ability to handle bank and customer transactions with a high level of confidentiality.

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**