



JOB POSTING NOTICE

Position: Security Officer

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

POSITION PURPOSE

The Security Officer will manage security and fraud-related functions, and legal requests for information as necessary. Areas of responsibility include security activities and loss-prevention initiatives, management of the bank's security equipment and employee security access, employee security training, and compliance with all legal requests and processes served on the bank by judicial and law enforcement agencies. This position would also provide assistance to the Operations Officer with projects as requested. 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.
- High School diploma (or equivalency) and 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; or a combination of education and experience providing equivalent knowledge.
- 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.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- 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 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer