



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Security & Fraud Manager

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose

Security & Fraud Manager will handle all security and fraud related functions. Areas of responsibility include fraud prevention activities and mitigation 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.

Requirements:

- Personify the Alliance Bank's mission statement of ***The best in all we do.***
- High School Diploma (or equivalency).
- Five (5) years of experience in banking or job related 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.
- 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer