



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Compliance Officer II

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4 PM

Start Date: ASAP

Position Purpose:

This position is responsible for interpreting regulations and laws affecting Alliance Bank and furnishing information, along with training as needed for any required changes. Also, this position takes all actions necessary to ensure that the Bank's policies and procedures are in compliance with regulations and federal and state laws. This employee offers the customer the highest degree of service and promotes Alliance Bank's products and services.

Requirements:

- Personify the Alliance Bank's mission statement of **The best in all we do.**
- High School diploma (or equivalency) and knowledge of specialized principles that would be obtained through a formal four (4) year academic program in related field such as finance and/or accounting, or a combination of education and experience providing equivalent knowledge.
- **A minimum of five (5) years' experience a Compliance Officer in a financial institution.**
- 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
- **Must be certified in Bank Compliance.**
- Knowledge of federal and state regulations relating to audit standards, objectives, and procedures.
- Ability to work well with others, good organizational skills, and attention to details.
- Previous experience in supervisory management.
- Ability to operate basic office equipment, i.e., 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.

The best in *all* we do.

Equal Opportunity Employer