



JOB POSTING NOTICE

Position: BSA Analyst II

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4 PM

Start Date: ASAP

Position Purpose

This position is responsible for administrative and clerical functions of the BSA, including responsibilities for tasks involving Bank Secrecy Act compliance. Larger banks with diverse customer bases and higher risk operations are expected to devote considerably more resources and managerial attention to their BSA program. The BSA Department is considered a critical department of the Bank and duties in this department are considered “high priority”. The organization’s staff plays a critical role in the success of the institution’s program. This employee offers the customer the highest degree of service and promotes all 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).
- Four (4) years of experience in banking or job-related field and two (2) years of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- 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
- 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 work well with others, good organizational skills, and attention to details.
- Knowledge of federal and state regulations relating to audit standards, objectives and procedures.
- Ability to operate basic office equipment, i.e. calculator, 10-key touch, and 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer