



JOB POSTING NOTICE

Position: Accounting Clerk

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

POSITION PURPOSE

This position is primarily responsible for various accounting duties for Alliance Bank, including those associated with maintaining a high degree of efficiency in the Accounting Department. 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.
- One (1) year of experience in banking or job-related field or a combination of education and experience providing equivalent knowledge.
- Knowledge of accounting standards and best practices.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees' 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.
- The ability to prepare and interpret detailed written materials and perform detailed mathematical functions.
- Ability to set goals and meet deadlines.
- Ability to work well under pressure and in a high-stress environment.
- Requires excellent writing, communication, and reporting skills.
- Must be proficient in Microsoft Excel and Word
- 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.
- Ability to operate basic office equipment i.e. typewriter, calculator, and PC; with job related software.
- Knowledge of state and federal banking regulations.
- 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