



JOB POSTING NOTICE

Position: Compliance Analyst

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4 PM

Start Date: ASAP

Position Purpose:

This position is responsible for: assisting with examinations and audits and perform all actions necessary to ensure that the Bank's policies and procedures are in compliance with Federal and State Laws and Regulations. 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
- Three (3) years' experience in banking or job-related field and one (1) year of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- Knowledge of federal and state regulations relating to audit standards, objectives, and procedures.
- Ability to become certified in Bank Compliance and maintain certification.
- 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
- Ability to work well with others, good organizational skills, and attention to details.
- 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