



**JOB POSTING NOTICE**

**Position:** Loan Funding Specialist

**Location:** Sulphur Springs, TX

**Hours:** Monday – Friday: 8:00 AM – 5:00 PM

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**POSITION PURPOSE**

This position is responsible for the non-real estate commercial and consumer loan exception tracking/mitigation and document preparation function for Alliance Bank. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

**SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS**

1. Ability to read, write and speak the English language, bilingual helpful.
2. High School diploma (or equivalency).
3. Three (3) years' experience in banking or job-related field and one (1) year of training and/or education in the field or a combination of education and experience providing equivalent knowledge.
4. Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
5. Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
6. Ability to organize and prioritize own tasks and responsibilities as well as certain departmental functions to improve overall efficiency as well as to set goals and meet deadlines.
7. Ability to present a professional demeanor at all times.
8. Ability to operate basic office equipment including a PC job-related software.
9. Ability to handle bank and customer transactions with a high level of confidentiality.
10. 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.
11. Ability to stand, bend, stoop, squat, and kneel.
12. Ability to lift up to 50 pounds.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Personify Alliance Bank's mission statement of *The best in all we do.*
2. Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
3. Always maintain a high level of confidentiality in customer and bank information.
4. Keep updated on all Alliance Bank policies and procedures pertaining to the position.
5. Serve as the support contact for anyone using the loan documentation preparation software for the bank.
6. Review all loan approvals for exception violations in the following areas and determine whether documents can be produced or if further documentation/approval needs to be obtained by the loan officer.
  - a. Technical Exceptions
  - b. Compliance Exceptions
  - c. Financial Exceptions
7. Track all policy exceptions on booked loans.
8. Review all loan approvals for ongoing financial tracking.

***This is a summary of the requirements and essential functions.  
The full job description is available upon request.***

**Qualified applicants should submit a resume to [HR@Alliancebank.com](mailto:HR@Alliancebank.com).**



**AN EQUAL OPPORTUNITY EMPLOYER**