



JOB POSTING NOTICE

Position: Payments Analyst

Location: Sulphur Springs, TX

Hours: Monday - Friday: 8:00 am – 5:00 pm

POSITION PURPOSE

The primary purpose of this position is coordinating the day-to-day activities and support for the debit card and gift card programs while recognizing and communicating opportunities for increased usage, growth, and marketing opportunities and providing analytical data on the programs as a whole. Additionally, this position will assist/backup with other payment channels. 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 a 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. Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third-party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
5. Must possess analytical skills and the ability to visualize and interpret data.
6. Possess a valid driver's license.
7. Travel required as the job dictates.
8. Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
9. Ability to perform multiple tasks within a prescribed time period.
10. Schedules are prepared based on business needs and are 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 50 lbs.

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. Prepare data analytics for the purpose of building or monitoring business and sales strategies in relation to debit cards.
 - a. Collect, organize, transform, and present data.
 - b. Conduct analysis based on data collected to assist in guiding business decisions.
4. Oversee daily Debit Card Operations
5. Serve as contact for the bank's Instant Issuance Program.
 - a. Monitor card stock.
 - b. Primary contact for debit card production supplies.
 - c. Initial contact for support.
6. Serve as an Administrator for the debit card processing system.
 - a. Assist staff with day-to-day debit card questions from customers.
 - b. Assist with monthly reporting.
7. Serve as the contact for support questions regarding Mobile Wallets and token provisioning.

***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.



AN EQUAL OPPORTUNITY EMPLOYER