



JOB POSTING NOTICE

Position: Electronic Payments Systems Specialist

Location: Sulphur Springs, TX

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

POSITION PURPOSE

This position is responsible for the daily operations of the ACH/Wire Transfer area. 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 of experience in banking or job-related field and one (1) year of training and/or education 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. Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
6. Ability to prepare or interpret detailed written material and perform detailed mathematical functions.
7. Knowledge or experience in Fedline Advantage program.
8. Willingness to work in a team environment and promote cooperation within the group.
9. Ability to communicate well over the telephone using proper grammar and telephone etiquette.
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. Perform all operations of the ACH/Wire Department.
4. Handle all incoming and outgoing wire transfers.
5. Process correspondent bank wire transfers.
6. Ability to originate ACH files.
7. Process ACH returns, unposted items, and originations for bank customers; process rejects and chargebacks.
8. Review and respond to fraud alerts involving wire transfers, ACH files, and online banking activity; contact customers when warranted to determine the authenticity of the transactions.
9. Assist customers with any related issues.
10. Participate as supplemental support for Cash Management.
11. Process all functions pertaining to Fedline Software and correspondent banks.
12. Make entries for cashier checks, and money orders.

***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.

