



JOB POSTING NOTICE

Position: Vice President/Operations Officer

Location: Sulphur Springs, TX

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

POSITION PURPOSE

This position is responsible for overseeing and optimizing the bank's operational functions, with a strong emphasis on payment systems, risk management, and regulatory compliance. The VP of Operations directly supports the SVP of Operations and will serve as a key decision-maker in enhancing payment systems, reducing operational risks, and driving process automation. This role requires strategic leadership, cross-functional collaboration, and a deep understanding of banking operations. 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).] and knowledge of specialized principles that would be obtained through a formal academic program in a related field such as computer science, with a minimum of seven (7) years' experience in all phases of computer operations; or a combination of education and experience providing equivalent knowledge.
3. Strong background in payments operations, fraud risk management, and compliance.
4. Familiarity with core banking systems, payment processors, and automation tools.
5. Strong understanding of Microsoft Excel including all Microsoft 365 products and project management software.
6. Excellent problem-solving, communication, and stakeholder management skills.
7. Previous supervisory or management experience.
8. Ability to handle bank and customer transactions with a high level of confidentiality.
9. 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.

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. Assist the SVP of Operation in managing all core operational areas including:
 - a. Payment Operations (Wire, ACH, Faster Payments, Debit Cards)
 - b. Imaging & QC Operations (Deposit Operations, Documents Imaging, Documents & Records Management, Legal Requests, Deposit QC)
 - c. Project Management (projects, data validation, reporting)
 - d. Fraud & Security (Fraud Operations, Physical Security, Business Continuity Planning)
 - e. Digital Banking & Application (Online/Mobile Banking, Intranet, API Integrations, Branch Equipment)
 - f. Serve as a liaison between operational teams, IT, risk management, and compliance to ensure alignment on strategic initiatives.
 - g. Oversee and enhance payment processing systems, including ACH, wire transfers, faster payments (RTP, FedNow), debit card transactions and future payment plans.
 - h. Identify and mitigate risks associated with payment fraud, operational breakdowns, and regulatory changes.
 - i. Work with Fraud & Security division to strengthen fraud detection and mitigation strategies across digital and payment channels
 - j. Support the Digital Banking & application division in enhancing online and mobile banking, intranet management, and API integrations.

***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.

The best in *all* we do.
AN EQUAL OPPORTUNITY EMPLOYER