

JOB POSTING NOTICE



POSITION: Mortgage Operations Officer

LOCATION: Sulphur Springs, TX

SCHEDULE: Monday - Friday 8:00 am - 5:00 pm

POSITION PURPOSE

This position is responsible for supervising the operations of the mortgage loan department; maintaining a funding desk, as well as duties associated with maintaining a high degree of efficiency in the mortgage loan department. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Personify Alliance Bank's mission statement of *The best in all we do*.
- Ability to read, write, and speak the English language; bilingual helpful.
- High School diploma(or equivalency) and specialized training of at least two years in real estate law and legal documents or the combination of education and experience.
- 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.
- Ability to prioritize own tasks and responsibilities to ensure that excellent service to our customers is accomplished before most administrative functions are processed.
- Previous experience in the mortgage department or mortgage lending.
- Previous supervisory or management experience.
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to present a professional demeanor at all times.
- Ability to operate basic office equipment including a PC with job related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations.
- Knowledge of Alliance Bank's loan policies, procedures, products, and services.
- Schedules are prepared based on business need and subjects to change at any time. This may include the need for evenings, weekends, or holiday coverage.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Personify Alliance Bank's mission statement of The best in all we do.
- Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
- Oversee regulatory training functions, including but not limited to:
 - Create training and educational materials to be used by staff when needed
 - Lead training and educational courses to go with the fluidity of the industry
 - Provide one-on-one training for new hires and/or existing employees that would benefit from it
- Oversee the facilitation of areas including, but not limited to:
 - HMDA
 - Quality Control
 - Underwriting
- Review Loan Documentation for accuracy and regulatory compliance.
- Supervise employee(s) to assure the highest quality of performance. In addition:
 - Assign work and/or revise duties.
 - Monitor, review, and approve timecards for areas of responsibility.
- Prepare various reports and memos for the Board of Directors and/or Accounting.
- Attend daily bank loan committee meetings and past-due meetings.

**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