

JOB POSTING NOTICE



POSITION: Electronic Payments Systems Administrator

LOCATION: Sulphur Springs, TX

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

POSITION PURPOSE

This position is responsible for the coordination and quality control of ACH, Cash Management, Positive Pay, and Faster Payments systems. This position is also responsible for the ongoing development and monitoring of electronic risk mitigation and adherence to regulatory requirements within the ACH Department. This employee will rotate and backup to cover Wire duties as needed. 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 knowledge of specialized principles that would be obtained through a formal four (4) year academic program, and a minimum of three (3) years' experience in a financial institution; or a combination of education and experience providing equivalent knowledge.
- 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.
- Previous experience in a supervisory position is a plus and the ability to use judgment and make decisions.
- Ability to offer Alliance Bank's products and services.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- 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.
- Ability to stand, bend, stoop, squat, and kneel, and lift up to 50 lbs.
- Ability to present a professional demeanor at all times.
- Ability to handle stressful situations and confidentiality throughout the organization.
- Knowledge of state and federal regulations.
- Knowledge of Alliance Bank's policies and procedures, products, and services.

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.
- Supervise ACH processing staff to ensure the highest quality of performance.
- Coordination, monitoring, assisting, and backing up day-to-day department operations.
- Assist in the development of Quality Control process for the department.
- Maintain/monitor the quality control process.
- Complete/review ACH risk assessment duties.
- 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.
- Development of fraud and risk monitoring procedures as related to ACH, work with the Fraud Department.
- Coordination of ACH department training, meeting and exceeding required training.
- Knowledge and system optimization/review of Q2 Sentinel, Verafin, and Defender and any other systems related to fraud alerts within the department.
- Monitoring policies, procedures, and risk assessments within the department.
- Participate in Audit Requests.
- Back up Funds Transfer Administrator – department administrators will rotate to cover duties of ACH, wires, and faster payments.
- Assist Operations Officer with duties or backup responsibilities as needed.

**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