

# JOB POSTING NOTICE



**POSITION:** Compliance Analyst I

**LOCATION:** Sulphur Springs, TX

**SCHEDULE:** Monday - Friday 8:00 am - 4:00 pm

## POSITION PURPOSE

This position is responsible for: assisting with examinations and audits and perform all actions necessary to ensure that the Bank's policies and procedures are in compliance with Federal and State Laws and Regulations. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

## SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Ability to read, write, and speak the English language; bilingual helpful.
- High school diploma or equivalency.
- Three (3) years' experience in banking or job-related field and one (1) year of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- Willingness to attend training sessions, conferences, and/or schools.
- Ability to become certified in Bank Compliance and maintain certification.
- Requires excellent writing, communication, and reporting skills.
- 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 and procedures.
- 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

- 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.
- Assist with review of advertising for compliance.
- Assist with review of adverse action notices for regulatory compliance.
- Assist with compliance audits, exams, and compliance monitoring. This may include gathering and providing information, coordinating with appropriate departments, facilitating, and responding to outside auditors, and addressing findings with appropriate action such as training or testing.
- Assist with performing regulatory research for questions submitted to Compliance Department.
- Assist with compliance training for Bank staff and provide guidance as needed.
- Assist with CRA duties as needed with the following:
  - Assist with maintaining CRA public notices and files.
  - Assist with monitoring and tracking the Bank's CRA performance.
  - Assist with loan analyzation for any potential fair lending concerns.
  - Assist with development of financial literacy programs.
- Keep updated on Alliance Bank's policies and procedures. Assist with maintaining compliant policies and procedures.
- Attend meetings as requested.
- Participate in community affairs to increase Alliance Bank's visibility and to enhance new business opportunities.
- Attendance and punctuality are a must.

**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](mailto:HR@Alliancebank.com).**



**AN EQUAL OPPORTUNITY EMPLOYER**