

JOB POSTING NOTICE



POSITION: Loan 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 real estate department, loan funding department and loan servicing department with a focus on organization, efficiency, and growth accommodation. 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 minimum of **7 years** or more experience in progressive management positions at financial institutions.
- 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 lending operations.
- 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 handle stressful situations throughout the organization.
- 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.
- 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.
- Promote Alliance Bank's culture through all interactions modeling The Alliance Bank Way of Customer Experience.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Supervise employees to ensure the highest quality of performance. In addition:
 - Assign work and/or revise duties.
 - Monitor, review, and approve timecards for areas of responsibility.
 - Participate in the hiring, evaluation, and termination process.
 - Act on employee problems.
 - Maintain knowledge of Alliance Bank personnel policies and procedures.
- Oversee general loan operations including but not limited to:
 - Monitor new loan fundings and postings
 - Monitor loan maintenance, payment postings, payoffs, and other servicing items for all loan types.
 - Oversee all real estate department operations including in-house and secondary market.
 - Research problems and assist staff with potential solutions.
 - Approve invoices for payment.
- Prepare various quarterly reports and memos for the Board of Directors and/or Accounting.
- Serve as backup for all areas of the department as needed, including the Secondary Market.
- Actively cross-train loan operations staff to increase efficiency.
- Ensure compliance with all regulatory requirements and remediate audit findings.
- 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.



AN EQUAL OPPORTUNITY EMPLOYER