

# JOB POSTING NOTICE



**POSITION:** Electronic Payments Systems Specialist

**LOCATION:** Sulphur Springs, TX

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

## POSITION PURPOSE

This position is responsible for the daily operations of the ACH/Wire Transfer area. 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.
- Three (3) years of experience in banking or job-related field and one (1) year of training and/or education or a combination of education and experience providing equivalent knowledge.
- 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 handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Ability to prepare or interpret detailed written material and perform detailed mathematical functions.
- Knowledge or experience in Fedline Advantage program.
- Willingness to work in a team environment and promote cooperation within the group.
- Ability to communicate well over the telephone using proper grammar and telephone etiquette.
- 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 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.
- Ability to lift 50 lbs.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
- Perform all operations of the ACH/Wire Department.
- Handle all incoming and outgoing wire transfers.
- Process correspondent bank wire transfers.
- Ability to originate ACH files.
- Process ACH returns and unposted items.
- Process ACH originations for bank customers; process rejects and chargebacks.
- 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.
- Participate as supplemental support for Cash Management.
- Process all functions pertaining to Fedline Software and correspondent banks.
- Make entries for cashier checks, and money orders.
- Establish, retain, and deepen relationships with banking center customers and potential customers to achieve sales goals and provide quality customer service.
- Keep updated on all Alliance Bank policies and procedures pertaining to this position.
- 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**