



- Effective Communication and Customer Service
- Identify Client needs

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment & Physical Demands**

This job operates in a clerical office setting and routinely uses standard office equipment. This position requires manual dexterity and the ability to lift, bend, or stand as necessary.

**Position Type/Expected Hours of Work**

This is a full-time position. Full-time employee must work 35-40 hours per week average to maintain full-time status.

**Education and Experience**

- High school diploma or equivalent required
- Financial operations experience preferred

**AAP/EEO Statement**

*Alliance Bank is an Equal Employment Opportunity Employer.*