

Job Title: Loan Closing Specialist
Department: Cornerstone Fund
Reports To: Paul Kruit
FLSA Status: Exempt
Prepared By: Paul Kruit
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ABOUT CONVERGE CORNERSTONE FUND

The Converge Cornerstone Fund has been committed to partnering with churches since 1954. We have helped to start and strengthen churches by mobilizing kingdom resources and equipping Converge churches. We provide financial resources and services that enable churches to expand their ministries, and offer competitive investment opportunities for the constituency of Converge.

SUMMARY

Under the supervision of Vice President of Operations for Converge Cornerstone Fund, the Loan Closing Specialist works closely with the loan team, primarily in relation to the overall loan process from commitment to closing, and other key administrative tasks for the general operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administer Loan Closing Process

- Obtain and review documentation related to the Loan Commitment approved and signed off on by both the church and the Cornerstone Fund, such as:
 - Title Insurance
 - Appraisal
 - Phase I (Phase II or Phase III if necessary)
 - Construction Escrow
 - Proof of insurance
 - Other internal documentation
- Ensure compliance with loan policies
- Coordinate loan closing with the title company and church
- Prepare loan documentation
 - Note
 - Mortgage
 - Escrow agreement
 - Other legal documentation as required by internal policy or title company
- Interface with Attorney
 - Document acquisition and review
 - Billing Review
- Coordinate construction escrow with church, contractor and title company, in-house and 3rd party

Perform Other Responsibilities, including:

- Complete corporate and government reporting requirements for Cornerstone Fund

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

The individual will possess excellent time management skills as well as diligent follow through and critical attention to detail. The requirements listed below are representative of the knowledge base, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Proficiency with Microsoft Office.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year college or university or three to five years related experience and/or training; or equivalent combination of education and experience. Commercial lending and construction management experience a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret loan documents and contracts. Strong writing, editing and proofing skills. Ability to multi-task and keep organized notes/records and respond to questions from churches, construction industry representatives, and attorneys.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.