

**Job Title:** Loan Services Administrator  
**Department:** Cornerstone Fund  
**Reports To:** Paul Kruit  
**FLSA Status:** Exempt / part-time  
**Prepared By:** Paul Kruit  
**Prepared Date:** 8/20/20

### **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**

Works closely with the loan team to manage the administrative tasks involved with a loan once it is funded till it is paid off.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Post-Closing Processes
  - Organize and retain documents from church and third-party providers
  - Communicate payment terms and processes to the church
- Loan Maintenance and Monitoring
  - Respond to customer service inquiries
  - Receive and apply loan payments
  - Execute monthly procedures including rate reviews
  - Track insurance policies
  - Assist with delinquency procedures
- Complete corporate and government reporting requirements for the Fund
- Other duties may be assigned

### **OCCASIONAL DUTIES**

- Annual Audit Prep
- Closing Process Assistance

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common investment documents and journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from current and prospective customers. Ability to compose and generate written responses that conform to prescribed style and format. Demonstration of strong verbal, telephone, and written communication skills.

### **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 calculate percentages.

### **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.

### **REQUIREMENTS**

This employee should have excellent written and oral communication skills as well as good computer skills utilizing Microsoft Office software. Especially proficient in the use of word processing and excel spreadsheets. Knowledge of real estate concepts and documentation would be a benefit.