



Texas District Church Extension Fund

Job Description/Ministry Role

Position Title:	Loan Associate
Hours:	40 Hours Weekly
Salary:	
Review Process:	Role and Performance Review Conducted Annually

A. ROLE DESCRIPTION/SUMMARY

1. Summary of the broad purpose of the position and its responsibilities/duties

Administers loan process with congregations from initial request through loan payoff

2. Reporting / Working Relationships

Reports to Texas District Church Extension Fund Financial Controller

3. Statement of Key Outcomes/Activities

- Serves as a key source of contact for borrowing congregations
- Prepares loan documents and works with attorney as needed for loan transactions
- Processes loan set-up and transactions in data processing system
- Processes loan disbursement requests
- Ensures compliance with the loan servicing agreements
- Manages the loan payment process through ACH, checks and transfers
- Manages communication with congregations concerning loans and performs regular investigations to resolve all loan issues efficiently
- Prepares loan reports
- Assists congregations with loan payoff requests
- Enters pertinent information in customer records
- Embraces other duties as assigned
- Coordinates loan rebate process

B. ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Ability to work in a team environment
- Heart for Ministry
- Detail oriented
- Ability to guide the staff members, train them, and resolve practical problems in an efficient manner
- Ability to work independently and productively
- Ability to prioritize assignments as per their issues of significance
- Strong customer service and communication skills
- Proficient in Microsoft Word and Excel
- Good aptitude with excellent organization and time management skills
- Associates degree
- 5 years' experience in loan administration