



## **Loan Service Coordinator Job Posting** **Effective 9/27/2016**

The Iowa Center for Economic Success is a growing non-profit dedicated to empowering Iowans with the potential to succeed as they pursue opportunities to improve their financial futures. One of the key ways we fulfill our mission is by making small dollar loans to businesses that are otherwise unable to obtain capital.

This is a full-time, non-exempt position. The Loan Service Coordinator reports directly to the Director of Credit and Lending.

### **This person will:**

- Create loan documents and filing loan paperwork
- Support the loan repayment process including working with troubled accounts
- Manage digital and physical filing system with integrity
- Enter client data and post payments
- Act as front office staff
- Complete client intake and prescreen and help clients complete loan application
- Provide support at local events as necessary
- Create reports
- Provide clerical support
- Other duties as assigned

### **Skills and qualifications:**

- An BA in accounting, human services, or office management and 2 years of professional experience or a commensurate combination of education and experience
- Methodical and attentive to details
- Committed to excellent service
- Excellent MS Office skills, especially Excel and email
- Experience working with accounting software a plus
- Enthusiastic for sales & client support
- Able to communicate effectively with individuals of differing backgrounds
- Able to work in a self-directed fashion
- *Must* have a valid Iowa Driver's License and access to a car on a daily basis
- *Must* have the ability to work occasional nights and weekends
- *Spanish speaking candidates are strongly encouraged to apply*

### **Benefits:**

- Complete benefits package including 403(B) retirement plan; health, vision and dental coverage; and life insurance
- Paid vacation and sick leave

The Iowa Center for Economic Success is a drug-free workplace and an Equal Opportunity employer. If interested, please email your cover letter, resume, 3 references and salary requirements to [aobo@theiowacenter.org](mailto:aobo@theiowacenter.org)