

FRONTIER HOUSING, INC.

Job Description Form



Division/Department Finance		
Job Title: Grant & Loan Administrator		
Supervisor's Title: Chief Financial Officer		
Supervises: (Titles): N/A		
	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
GENERAL DESCRIPTION		
<p>This position reports directly to the Chief Financial Officer and is responsible for managing, tracking and reporting of loans and grants to lenders, funders and management.</p>		
ESSENTIAL JOB RESPONSIBILITIES		
<p>Prepare and submit timely, accurate and compliant reports as required by lenders and funders. Work with personnel in other divisions to assure data originated in and/or submitted by their divisions is accurate and reported as required.</p> <p>Prepare weekly management reports disclosing status of all grants and loans.</p> <p>Prepare monthly repayment requirements data for all outstanding loans. Report to management and accounting.</p> <p>Responsible for day to day management of draw requests and loan draw repayments as required for construction and development cash-flow requirements.</p> <p>All other duties as assigned by the Chief Financial Officer.</p>		

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EXPERIENCE, SKILLS AND EDUCATION REQUIREMENTS

Bachelor's degree in accounting, finance or business administration preferred.

Experience working with non-profits.

Working knowledge of accounting, excel, word is a must.

By signing in the space provided below, I acknowledge receipt of this job description and understand that I will be held accountable to perform these duties to the best of my ability and in accordance the annual and multi-year performance goals of this organization established and adopted by the Board of Directors.

EMPLOYEE SIGNATURE: _____ DATE: _____

REVIEWED BY (SUPERVISOR)	<i>Title</i>
APPROVED BY (DEPARTMENT HEAD)	<i>Title</i>
DATE OF REVISION	April 14, 2010