



National Covenant Properties

POSITION AVAILABLE **Account Coordinator**

National Covenant Properties (NCP) (Chicago, Illinois), has been serving member churches of The Evangelical Covenant Church (ECC), since 1970 to provide loans for new church construction and church additions. Currently NCP has over \$249 million in loans to more than 260 Covenant projects. Funds for these loans are obtained from NCP's sale of investment certificates.

The ECC is a rapidly growing multi-ethnic denomination with 800 churches domestically and additional ministry partnerships in nearly 30 countries.

Visit WWW.COVCHURCH.ORG for more information about National Covenant Properties and the ECC. National Covenant Offices is located in Chicago, IL.

NCP is seeking an **Account Coordinator** to start **February 20, 2012**. This position coordinates some aspects of the day to day Certificate and IRA operations, assists the Senior Accounts Manager with routine financial monitoring and document preparation, and provides administrative support to the staff of National Covenant Properties.

The successful candidate will have:

- A personal faith in Jesus Christ as Lord and Savior;
- A commitment to the mission and values of National Covenant Properties and the Evangelical Covenant Church;
- Associate's degree (A. A.) or equivalent from two-year college or technical school;
- One year related experience and/or training; or equivalent combination of education and experience;
- Prior experience with accounting / bookkeeping highly desirable;
- A high degree of comfort and professionalism in talking with strangers and business acquaintances by phone is required;
- Intermediate level of proficiency (with the ability to learn advanced skills) in Microsoft Word, Excel, Outlook, Internet and email systems;
- Ability to learn specific data entry programs for investments and loans;
- Ability to hold or pass the Series 63 Securities license exam to be able to sell National Covenant Properties certificates within three months of employment;
- Fluency in written and oral Spanish is a plus.

This position reports to the Senior Account Manager. **Duties Include:**

Investment Duties: Maintain over 5,000 certificates and over 3,100 IRA and HSA accounts, including setting up new accounts, re-issuing existing accounts, and processing redemptions/withdrawals; Process reissues of certificates, and provide backup for transfers/rollovers of IRA accounts; Respond to telephone, email and mail inquiries with propriety in a timely fashion; Process and electronically transmit the daily certificate, loan and IRA/HSA ACH withdrawal transactions; Check new certificates for accuracy, print and mail; Scan daily transaction paperwork and save it accurately, which includes maintaining/improving the existing records naming scheme to easily search and sort; Follow-up on pending items needed from investors to complete transactions; Provide support for the Semi Annual Interest processing and mailing; Provide support for annual Offering Circular mailing; **Account**

Management Duties: Resolve issues relating to accounting software; Monitor all account entries made by staff; Balance accounts monthly; Reconcile bank statement monthly; Prepare annual IRS withholding reports; Prepare annual audit work documents; Provide support to accounting firm for year-end audit;

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Telephone: 800-366-6273 Fax: 773/784-4897

January 26, 2012

General Administrative Duties: Answer incoming calls, emails, and regular mail inquiry information on certificates and IRAs; Process mail and daily deposit; Process daily loan payments; Maintain loan insurance files; Contact insurance agents; Maintain content management system; Maintain voice mail messages for the direct "800" line; Maintain and order office supplies; Assist other staff with support tasks as needed.

This person must have ability to become familiarized with laws and regulations that pertain to IRAs and Certificate investments as well as be able to be trained in basic accounting principles. The person must have excellent interpersonal, organizational, and communication skills, and the ability to handle a variety of tasks and responsibilities in a professional and prompt manner. The individual must have the ability to work with limited direction, take initiative, and have the ability to plan and carry out responsibilities with limited supervision, organizing own schedule and duties in order to complete responsibilities. The individual must be able demonstrate attention to detail. The position demands accuracy and the ability to maintain the highest level of confidentiality. Good judgment is necessary. The individual must be courteous and relate well to internal and external customers. The person must be tactful and possess highly developed communication skills (written and verbal, English) and be able to communicate effectively with staff and others with whom this position has contact.

The majority of time is spent in an office setting. This position requires occasional handling of lightweight materials and the physical ability to use the telephone, computer terminal, facsimile machine, copy machine, and other related office equipment.

Benefits include medical, dental, and vision insurance; employer-paid group term life and disability; employer paid pension; 403(b) tax-deferred savings; flexible spending accounts; education benefits; and paid-time-off.

By **Friday, February 10, 2012**, qualified candidates should send a cover letter and current resume **via email only** to: Marisol Medina, Director of Human Resources; marisol.medina@covchurch.org.

National Covenant Properties and Covenant Offices does not discriminate against employees or applicants for employment based upon race, color, sex, national origin, age, or disability. Covenant Offices will make any reasonable effort to ensure that all applicants and employees will receive equal opportunity in personnel matters, including recruiting, selection, training, placement, promotion, wages and benefits, transfers, terminations, and working conditions.

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