

**IPHC Extension Loan Fund, Inc.**  
**Job Description – President**  
**Approved by the Board of Directors**  
**7/16/2021**

Job Title: President-Full Time

Corporation: IPHC Extension Loan Fund, Inc.

Date Written: July 16, 2021

**Purpose:**

To serve as the principal executive officer of the Corporation and to supervise and control all of the day-to-day business and affairs of the Corporation. To ensure legal and regulatory compliance for all accounting, financial, and state securities regulations. To ensure fiduciary accountability to the Corporation's investors, Board of Directors, Members, and church borrowers. To oversee cost, general accounting, accounts receivable/collection, and risk management.

**Essential Duties include but are not limited to:**

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Provides status of financial condition of the corporation by collecting and reporting financial data.
- Competency in Microsoft Office products (Word, Excel, Power Point), email, overall PC knowledge
- Ensures compliance with legal requirements set by State Administrators as part of state filings to sell debt securities on behalf of the Corporation.
- Arranges for audits as required and appropriate.
- Manages budget and controls expenses effectively.
- Responsible for the accurate maintenance and distribution of the annual offering circular.
- Serves on the Board of Directors as an ex officio non-voting Director.
- Steer and advise the Board of Directors to ensure corporate decisions conform to all policies and procedures including the By-Laws and Loan Policy.

**General Description:**

1. Location and Travel: The position is officed at the IPHC GMC in Bethany, OK. Travel is required.
2. Communication and Contact: The president communicates effectively both verbally and in writing with IPHC Executive Officers, Members, colleagues, and individuals inside and outside the Corporation.
3. Relationship to the IPHC: The president is familiar with the structure and manual of the IPHC.

4. Work Ethic: The president exhibits a professional manner in dealing with others and works to maintain constructive working relationships inside and outside of the Corporation.
5. To be committed to the cause of Advancing the Kingdom of God.

**Minimum Requirements:**

- BS/BA or equivalent combination of education and experience.
- Prior general accounting knowledge
- Commercial lending knowledge
- Passed the Series 63 Uniform Securities Agent State Law Exam
- Office Administration and supervisory experience
- Be able to be bonded
- Knowledge of investment products, market terminology, investment policies

The Position is amenable to the IPHC Extension Loan Fund Board of Directors.