

JOB DESCRIPTION FOR FINANCIAL MANAGEMENT CONSULTANT

JOB TITLE: Financial Management Consultant

DEPARTMENT: HOPE Center Operations

COMPENSATION: \$35,000 - \$40,000 per year

ACCOUNTABILITY: HOPE Center Vice President

JOB SUMMARY: Assist consumers seeking money management, credit, homeownership counseling which includes resolving client's debt, credit and savings issues and loan origination guidance. Assist individuals affected by a national or natural disaster who are seeking guidance and assistance. This assistance and counseling will be coordinated via telecommunications and online capabilities.

DUTIES AND RESPONSIBILITIES

Primary duties include:

- Promote and conduct Credit Workshops for adults
- Participate in Community Outreach/Promotions efforts (when applicable)
- Provide "one on one" credit, debt and savings counseling to individuals
- Complete production and activity reports
- Meet production goals
- Conduct individual counseling sessions (in person, online or via telecommunications)
- Maintain customer program files
- Enroll and track the progress of, Case Management, Money Management, HOPE Fund Matching Grant Participants
- Prepare Customer Credit Dispute Letters
- Provide Down payment assistance counseling for HOPE participants
- Maintain a neat clean work area.
- Performs all other miscellaneous responsibilities and duties as assigned
- Ability to articulate the mission, objectives and programs of Operation HOPE
- Ability to cross-sell all of the services offered by Operation HOPE

SKILLS

Must have the ability to perform a variety of tasks which will include counseling, loan origination guidance and assistance. Must be able to pay attention to detail and have strong communication skills both written and verbal. Must be self motivated, professional with integrity and take initiative. Must be proficient in MS Office Suite (Word, Excel).

Ability to interact with all levels within and outside a corporate environment, Able to work with both internal and external customers

EDUCATIONAL REQUIREMENTS

Minimum of two years of financial management counseling, mortgage lending or mortgage banking experience. Licensed preferred.

- Must possess working knowledge of all applicable federal regulations, fair credit act and residential mortgage loan program requirements(e.g. FHLMC FNMA, RFC, FHA)
- Must have at least 1-2 years of Mortgage Loan origination and packaging
 - Must have at least 2 years experience in financial planning and credit counseling

WORKING CONDITIONS

Normal to fast paced office environment. Ability to walk, stand, sit, and talk on the phone for periods of time in a professional manner. Willing to work in the field when applicable.

NEEDED ATTRIBUTES

Aptitudes: Critical Thinking, Self Motivated

Temperament: Resilience, Integrity, and Flexibility

Interests: Public speaking and interaction, communication of plans and ideas.

Send resume and cover letter to resumes@operationhope.org