

## **KANSAS OXFORD HOUSE STATE ASSOCIATION LOAN OFFICER**

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### State Loan Officer Duties:

1. Primary duty is to be the liaison between the Chapter Chair and the Kansas Oxford House State Association.
2. When a loan application is received the State Loan Officer will work with the State Association Chair and the State Association Treasurer to automatically decide the approval of the loan.
3. The State Loan Officer will keep a running balance of each loan on a budget ledger form.
4. The State Loan Officer will keep on file all approved and denied loan applications as well have a working knowledge of the State Association's finances.
5. The State Loan Officer will participate with the State Association Chair and the State Association Treasurer in bi-monthly audits of the State Associations finances.