



# Example of Escrow Job Description

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Our growing company is searching for experienced candidates for the position of escrow. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for escrow

- Justify the Buyer's and Seller's costs against the lender's instructions, CalAtlantic Homes' recap sheets, tax and HOA information
- Distribute the Closing Disclosure and Settlement Statement via e-mail for review and approval by the appropriate CalAtlantic Title branches, CalAtlantic Mortgage Loan Closers, CalAtlantic Homes' divisions and CalAtlantic Mortgage Loan Officers
- Ensure receipt of conversation logs from CalAtlantic Title branches
- Ensure the balancing of all files
- Disburse funds when authorized
- Notify Title branches and Financial Specialist of disbursement
- Strive to meet established daily benchmarks
- Maintain constant communication with the branches regarding current and past Closing Disclosure production, ensuring all questions and problems are addressed in a timely manner
- Work with the Loan Delivery to resolve file discrepancies, and provide clarification and troubleshooting assistance as necessary
- Supporting office staff with various clerical duties

## Qualifications for escrow

- Ability to work independently work within a team
- Strong Disclosure Settlement (HUD-1) production background

- Supervise Escrow Coordinators
- Balance internal escrow system with bank