



# Example of Escrow Job Description

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Our innovative and growing company is looking to fill the role of escrow. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for escrow

- Review and initiate wire transfers
- Verify/approve earnest money deposits from Escrow Coordinators
- Verify/approve disbursements for deal closings
- Lead yearly escheatment filing
- Work with accounting staff on bank reconciliations
- Assist Commissions staff with questions regarding escrow
- Draws documents needed for the closing from real estate contracts and lender closing instructions
- Reviews preliminary title report to verify vesting and legal description
- Trains, assigns and reviews the work of escrow technicians and/or secretaries
- Back up for Escrow Coordinators

## Qualifications for escrow

- Solid communication skills to handle escalation issues and office interaction
- Minimum 4 years escrow closer experience
- High school diploma or equivalent required, some college courses/technical training in Accounting or related field preferred, two or more years total work experience in analyzing and reconciling accounts to ensure proper disbursement and collection of property tax and insurance
- Manage Escrow Coordinators
- Solid communication skills to handle regular escalation issues
- Strong system skills (Excel)