



Title Insurance – Agency Auditor

This position will encompass both onsite and remote audits.

Territory – New York and New Jersey

Fidelity National Financial seeks an individual to join our Audit Services team as an Agency Auditor.

The position will address the following:

- Analyze controls of title agencies to assure compliance with FNF guidelines
- Organize and plan monthly audit schedule for both onsite and remote audits
- Review and test escrow accounts to insure they are being used appropriately
- Ability to work with confidential information
- Embrace working in a paper-less audit process which includes electronic document review, tick-marking and document upload.
- Communicate with audit management with concerns or corrective actions during the audit process
- Create concise and accurate audit reports, addressing both risk-related situations, as well as best practice recommendations
- Communicate with agent regarding audit results; answer questions and find solutions
- Develop and maintain professional relationships between Audit Services and National Agency (state managers and marketing reps)

Agency Auditor Qualifications:

- Knowledge of 3-way reconciliation process and ability to identify real estate closing related disbursements, etc.
- Good oral, written, analytical and organizational skills
- Knowledge of the real estate closing process
- Ability to prioritize and handle multiple tasks as well as being self-motivated
- Knowledge of Microsoft Office Suite, PDF Xchange Editor (a plus) and the capacity to learn a cloud-based audit program.
- Professional and personable representation of the company
- 20%-25% Overnight business travel is required.

Competitive compensation and robust benefit plan. Car mileage will be paid for company-related travel.

All inquiries regarding this listing will be held in confidence.

To learn more about FNF, visit www.fnf.com.

Education:

- 2 or 4 year college degree preferred but not mandatory if candidate possesses the above noted skill set.
- Desire to achieve professional certifications (CFE, CIA, etc.). Study materials and fees reimbursed by FNF upon completion.