**Escrow Account Reconciliation/Real Estate Closing Auditor**

**Area of primary coverage - Tennessee**

**Overview**

This position will encompass both onsite and remote audits to include:

* Strong skills in understanding/reviewing 3-way Escrow Account Reconciliations. This includes an understanding of ensuring that the reconciliation reports are accurately reconciled.
* Knowledge of popular reconciliation software which include Rynoh, SoftPro, Qualia preferred.
* Understanding statutory audit requirements, a plus.
* Review of closed real estate loans/files
* Title Insurance Rate testing

Territory: Must be domiciled in or within driving distance to Tennessee.

**Duties**

* Analyze controls and accuracies of 3-way escrow account reconciliations, including reviewing and testing escrow accounts to insure numerical accuracy, including but not limited to, understanding all components of a 3-way reconciliation, investigating shortages and adjustments.
* Reviewing and documenting closed real estate files, including disbursement testing, rate testing and timely document recording.
* Organize and plan monthly audit schedule for both onsite and remote audits.
* IT competence to embrace working in a paper-less audit process which includes a cloud-based audit program, electronic document review, tick-marking and document upload.
* Ability to understand and articulate concerns during the audit process.
* Professionalism to effectively communicate with agent regarding audit results; answer questions and find solutions.

**Education**

• 2- or 4-year college degree in accounting 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.

**Experience**

Required knowledge:

* 3-way escrow account reconciliation process including understanding all supporting reports (bank balance, book balance and trial balance)
* General real estate closing process, including familiarity with title insurance, a plus
* Good oral, written, analytical and organizational skills
* 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
* Flexibility for planned travel

Contact: [cceci@fnf.com](mailto:cceci@fnf.com) with any questions and resume submission.