

Real Estate Escrow Clerk

Job Description

The law firm of Coleman Talley LLP has an immediate opening for a fulltime escrow clerk in its Valdosta, Georgia office. The successful candidate must have a minimum of 2 years' related experience. Accounting degree required. Responsibilities include accounting for real estate closing transactions, for ensuring the proper disbursement of funds, and for meeting time sensitive deadlines with a high level of accuracy.

The position will assist with the preparation of commercial and housing closing disbursement schedules; initiate outgoing wire transactions; confirm receipt of funds; validate wiring instructions; provide disbursement instructions and confirmations; respond to phone calls and emails; monitor IOLTA accounts and activity to review/resolve any discrepancies; work closely with the firm's lawyers and closing team to prepare transactions for disbursement. Other duties as assigned.

Qualifications

- Ability to type 60+ wpm
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Strong communication skills
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Strong accounting skills
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism

Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Medical Flex and Child-care tax savings plans
- 401(k) including matching contributions

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at jobopportunity@colemantalley.com

About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.