

# Coleman | Talley

## Commercial Escrow Officer (Jacksonville, FL)

The law firm of Coleman Talley LLP is seeking a Commercial Escrow Officer to join our commercial closing and housing real estate practice in Jacksonville, FL. This position is ideal for recent or upcoming college graduates looking to gain valuable experience and career growth opportunities.

### Responsibilities:

- Gather necessary information for the preparation of closing statements.
- Prepare and review closing and disbursement statements to ensure all funds are allocated correctly. Verify that all payments are made according to the closing statement and resolve any discrepancies promptly.
- Input escrow transactions and ensure all balances are accurately resolved in financial software.
- Coordinate with all parties involved in the transaction to ensure timely and accurate funding.
- Initiate wires in accordance with disbursement statement and instructions.
- Verify all wire instructions in accordance with procedures.
- Maintain organized and accurate records of all escrow transactions.
- Provide support to attorneys and other team members in the commercial real estate and housing practice.
- Communicate with clients to provide updates and address any escrow-related questions or concerns.

### Qualifications:

- Some college coursework completed; an associate or bachelor's degree in finance, accounting, or a related field is preferred.
- Accounting or finance background or experience preferred.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks and prioritize effectively.

### Technology:

- Proficiency in Microsoft Office software (Word and Outlook).
- Proficiency in Microsoft Excel required, including experience with formulas.
- Proficiency in Quickbooks.
- Understanding of DocuSign.
- Proficiency in Adobe Pro and/or Kofax.
- Understanding of online file collaboration sites such as ShareFile.
- Experience with NetDocuments, Centerbase or similar LMS software, a plus.

**Schedule:** Monday through Friday from 8:30 a.m. to 5:00 p.m. with a 1-hour lunch period

**Compensation:** Commensurate with experience

### Benefits for Full-time Employees:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

**How to Apply:** Submit your resume, cover letter, and references to [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com). We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.