



**Position: Escrow and Appraisal Specialist**

**Purpose:**

This position provides administrative and operational support as needed in accordance with established systems and procedures. This position is responsible for performing the day-to-day tasks in escrow processing, reporting and review. Assists with problem resolution as needed.

Location: Fitzgerald Operations, Grant Street

**Essential Functions and Basic Duties:**

1. Performs a variety of critical servicing functions related to escrow of insurance and taxes.
2. Review loans closed for accurate escrow disclosures, coding and reporting. Track and report errors or exceptions to Sr. Management and Bank personnel.
3. Fund disbursements, review analysis and collect documents for third party escrow agent.
4. Review reports generated by third party escrow agent and resolve any issues.
5. Review statements and RESPA notices generated by third party escrow agent or internal software.
6. Reconcile escrow accounts periodically
7. Assist in year-end reporting if applicable.
8. Understand and resolve tax, insurance and escrow issues.
9. Performs basic functions as needed daily
10. Complies with all bank and personnel policies and procedures including but not limited to policies and procedures related to the Bank Secrecy Act.
11. Complete periodic training provided and/or required by Colony including but not limited to Bank Secrecy Act training within required time frame.
12. Other duties as assigned.

**Qualifications:**

**Education:**

1. High School diploma or equivalent.
2. Associate degree in finance or other business related field preferred.

**Knowledge:**

1. Working knowledge of tax, insurance, and escrow requirements, regulations, policies and procedures preferred.
2. Basic working knowledge of banking laws, regulations, and regulatory guidance preferred.

**Skills/Abilities:**

1. Must present a professional image.
2. Maintain focus on a positive customer experience under pressure and in challenging interpersonal interactions.
3. High degree of accuracy and attention to detail.
4. Ability to adhere to deadlines and tight schedules.
5. Strong PC application skills to include Word, Powerpoint, Access and Excel.

**Work Environment:**

1. Requires regular office conditions.

**E-mail your resume to: [Tammiec@colonybank.com](mailto:Tammiec@colonybank.com)**

EEO Employer / Minorities / Female / Disabled / Vets / Drug Free Workplace