



Settlement Processor

The work of the Settlement Department is essential to the business operation of Simplicity Title. We rely on you to use your independent judgment and discretion in your work. Settlement work is a critical assignment and your work substantially affects our business operations. This position can be either in the office or fully remote. As a Settlement Processor, you will act as the main point of contact for a select group of clientele, and will fulfill all settlement requirements necessary for closing. Some of your responsibilities include:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review new files, determine materials necessary for settlement, and communicate with attorneys and lenders for items needed to clear title (*ie: legal fees, commission statements and mortgage commitments*)
- Collect preliminary numbers needed to prepare the closing disclosure statement for lenders
- Work with lenders by submitting all necessary and appropriate title work and confirm if any additional items are needed prior to closing
- Prepare HUDs or closing disclosure documents
- Confirm financial figures and lender's wire transactions are consistent with our records
- Initiate appropriate communications with attorneys, realtors, and lenders regarding fees and scheduling closings
- Assist with closing issues at the closing table such as corrections to documents and changes to figures
- Assist in closings when appropriate
- Work closely and communicate with the lender's closing department about final figures and closing packages
- Ensure that funding is transmitted to the funding department after closing
- Order payoffs of any liens on the property such as mortgages, judgements, condos or tax liens
- Follow up on payments for taxes, water and sewer, etc. for completeness of settlement process
- Facilitate coordinating closing dates by working closely with our Closings Scheduler and all parties involved in the transaction
- Review approved HUD documents
- Confirm ledger balances

DESIRED COMPETENCIES

- Ability to review and clear title issues
- Knowledge of and familiarity with TRID guidelines
- Ability to interpret settlement statements and other necessary documents involved in a typical real estate transaction
- Experienced in preparing HUDs and closing disclosures

REQUIRED SKILLS AND QUALIFICATIONS

- At least 2-5 years of experience in settlement processing
- Experience with AccuTitle software or other title related software is preferred (not required)
- Ability to act with a sense of urgency to consistently meet deadlines in a fast-paced, ever-changing environment
- Exceptional written and verbal communication skills are a must
- Must be detail oriented with strong organizational skills
- Must be customer-focused and able to maintain professionalism at all times while providing exemplary customer service

Simplicity Title, LLC is an equal opportunity employer that values each contributing member of its team and consistently offers a competitive benefits package. Full-time employees are eligible for medical, dental, vision, term-life, Aflac, and retirement benefits in addition to a generous bank of paid-time off. We are looking to grow our family and are in search of qualified candidates with an expansive skillset, a desire to learn and grow their talents, a great respect for those that they work with, and immense dedication to providing quality service. If you share these same values, please apply for an opportunity to join our team!