

**Two Rivers Title Company is a full-service, multi-state title insurance agency that handles both residential, commercial and government transactions. Headquartered in central New Jersey, with local offices in New Jersey, New York, Florida and Pennsylvania. Since 1990, our company and its principals have conducted tens of thousands of residential and commercial real estate transactions and is one of the leading independent agencies in the market. With over 30 employees, we are a growing company seeking an experienced Disbursement Officer/ Bookkeeper to join our team.**

**The Disbursement Officer/Bookkeeper is responsible for maintaining the financial records of a company by accurately recording the day-to-day financial transactions of the company.**

**This is an in-office position but may be partially remote after at least 30 days of training.**

**Experience in the Title industry, A PLUS.**

### **Key Responsibilities**

- Classifying and recording numerical data to maintain complete and accurate financial records. Verifying information and disbursing on closed Real Estate transactions and initiating wire transactions, including initiating or approving wire transfers.
- Perform a combination of routine posting, reconciling and verifying duties.
- Enter and Scan daily deposits in QuickBooks and Bank portals.
- Generates sub-ledger reports.
- Daily processing of disbursement sheets and checks for real estate closings.
- Manage Accounts Receivable and Accounts Payable utilizing QuickBooks Enterprise and assist with payroll as needed (ADP).
- Weekly review of AR/AP and generation of monthly reports.
- Semi-Weekly review of accounts payable (entering and payment of invoices).
- Reviews aging of invoices.
- Monthly intercompany billing between affiliated companies.
- Prepares and processes monthly commissions.

- Processes monthly underwriter remittance.
- Daily review of cash management and check/wire clearance.
- Daily monitoring and verification of automated reconciliation reports (RHYNO Live), Cash-Pro and OFB.
- Weekly review and maintenance of escrow accounts.
- Maintain and track government payments.
- Research and track incoming wires for relevant files.
- Review and approve outgoing wires-contact wire rooms as necessary.
- Track and record escrow releases.
- Reconcile credit cards.
- Monthly processing of expense reports.
- Maintain list of long-term escrows.
- Collaborate with other team members to improve financial processes.
- Solid understanding of accounting principles and practices.
- Work closely with Settlement, Post closing & Title departments.

### **Knowledge, Skills and Abilities**

- Working knowledge of Microsoft Office, Excel and Quickbooks enterprise.
- Excellent verbal and written communication skills.
- Excellent analytical and problem-solving skills.
- High level of attention to detail.
- Demonstrated ability to assess situations to determine the importance and urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- Demonstrated ability to understand ethical behavior and business practices and ensure own behavior and others is consistent with the Company's standards.
- Demonstrated ability to establish and maintain positive working relationships with others both internally and externally to enhance organizational effectiveness.

- Demonstrated ability to positively influence others to achieve results that are in the best interests of the Company.

**Education and Experience**

- Minimum 5 years' work experience in a bookkeeping/accounting function
- Proficiency in Quickbooks Enterprise
- Strong Excel skills
- Fluency in Spanish, A PLUS
- Experience in RamQuest (RQ1), Qualia or other title software, A PLUS

**Salary and Benefits**

- Starting at \$55,000 depending on experience
- Full medical, dental and vision health benefits offered
- 401k

**EOE/DFWP**