



CLOSELINE® SETTLEMENTS

FUNDER / DISBURSEMENT CLERK

Closeline, LLC, a growing national title company, has an opening for a Funder/Disbursement Clerk. The Funding/Disbursement Clerk is responsible for the accurate and timely disbursement of mortgage proceeds. This is accomplished by file review and balancing; identifying items for resolution; and working with internal or external customers to clear those issues. We are willing to train the right candidate.

Successful candidate will possess the following skills:

- Detail oriented
- Comfortable with numbers
- Strong organizational skills
- Excellent customer service skills
- Have the ability to work independently, but be a team player
- Have the ability to multi-task
- Possess general office computer skills

If you are seeking stable employment with a well established company, we would love to hear from you!

Closeline offers a competitive salary, benefits, and 401(k) in a technology oriented and friendly work environment.

Please e-mail your resume in Word format, along with your salary requirements format, to: jobs@closeline.com.

No phone calls or agencies please.

Check us out at www.closeline.com.

EOE.