



CLOSING PROCESSOR
BLOOMINGTON, INDIANA

Position Summary

We are seeking a detail-oriented and organized Closing Processor to join our title insurance agency team. The Closing Processor is responsible for coordinating and preparing residential and/or commercial real estate transactions for closing. This role works closely with lenders, real estate agents, attorneys, buyers, sellers, and internal staff to ensure timely, accurate, and compliant closings.

Primary Responsibilities

- Review title commitments, purchase agreements, lender instructions, and supporting documentation for accuracy and completeness.
- Prepare closing files and coordinate all aspects of the transaction from contract through post-closing.
- Ensure all title requirements, lender conditions, and file prerequisites are satisfied prior to closing.
- Maintain accurate transaction records and update file status in company systems.
- Adhere to all company policies, underwriting requirements, and applicable state regulations.

Transaction Coordination

- Verify payoffs, HOA statements, tax information, and other required closing documents.
- Schedule closings and coordinate signing appointments with all parties.
- Communicate regularly with buyers, sellers, lenders, real estate agents, attorneys, and internal staff regarding status updates and closing requirements.
- Support post-closing functions by ensuring complete and accurate file delivery.

Analytical & Problem-Solving Duties

- Analyze transaction details and identify relationships between documents, deadlines, title requirements, and lender conditions.
- Resolve file issues proactively to prevent delays and keep transactions on schedule.
- Review figures, balances, prorations, payoffs, and settlement-related calculations for accuracy.
- Recognize patterns, inconsistencies, and missing information that may impact closing timelines.

Work Schedule & Performance Expectations

- Manage multiple files and deadlines in a fast-paced environment.
- Work efficiently while maintaining a high level of accuracy and customer service.
- Work additional hours, including overtime when necessary, during periods of high transaction volume to meet closing deadlines and maintain service standards.

Required Qualifications

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Ability to obtain and maintain an Indiana Residential Title Producer License.
- Strong attention to detail and organizational skills.
- Strong mathematical skills with the ability to accurately review and reconcile transaction figures.
- Strong analytical thinking skills with the ability to identify connections and anticipate issues within a transaction.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.
- Flexibility to work extended hours as business needs require.
- Proficiency with Microsoft Office and general office technology.

Preferred Qualifications

- 2+ years of experience in title, escrow, mortgage, or real estate transaction processing.
- Knowledge of title insurance, escrow procedures, and real estate closing processes.
- Experience with SoftPro, Qualia, RamQuest, ResWare, or similar title software.
- Familiarity with TRID/CD requirements.
- Understanding of lender closing requirements and title curative matters.

Benefits

- Competitive salary
- Health, dental, vision, and life insurance
- Paid time off and holidays
- Retirement plan / 401(k)
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)