



**Position:**

Escrow Administrator

**Who We Are:**

Renovo Financial is a Chicago-based business-purpose mortgage originator and servicer. Renovo was founded in 2011 and in the past 24 months has expanded from Chicago to de novo offices in other major MSAs across the country, including Boston, New York, Dallas, and Miami. Having previously been recognized by Crain's as one of the Top 50 fastest growing companies in Chicago (2017-2018), and backed by a group of prominent institutional investors, Renovo is currently on a trajectory to grow by over 300% in 2021.

**Position Summary:**

Escrow Administrator will manage tax, hazard, flood, FPI, and escrow analysis functions. The candidate will also be responsible for working with our vendors in Escrow.

**Responsibilities:**

- Accurate and timely completion of escrow analysis at board, and at intermittent times
- FPI process management
- Regular auditing of the vendors for tax and insurance
- Manage escrow shortage process and spreads
- Manage scorecard routine for escrow audits and process improvement
- Work special projects when needed

**Position Requirements:**

- 2+ years of experience in escrow handling
- 2 years of mortgage servicing experience
- College degree preferred
- Excellent organizational abilities and time management skills
- Ability to multitask and meet deadlines
- Effective communication skills, both written and spoken
- Team-oriented personality
- Willingness to adapt and change with a fast-growing company