

JOB TITLE: Accounting & Office Specialist

EMPLOYER: Birchway Title Agency, LLC

REPORTS TO: President

JOB TYPE: Full-time

LOCATION: Varies, remote, hybrid and in office available

SUMMARY: The Accounting Clerk & Office Assistant will provide support in both administration and accounting duties. This ideal candidate will have some knowledge of accounting practices, balancing, reconciling, accuracy and attention to detail.

ACCOUNTING DUTIES:

- Assist with monthly bank reconciliations
- Assist with accounts payable entries
- Assist with journal entries as well as month-end entries
- Assist with other light accounting duties, training will be provided
- Assist escrow officers with wiring funds and check handling
- Keeps strict confidentiality of all financial information according to company policies

ADMINISTRATIVE DUTIES:

- Provide phone support and customer service during normal hours of operation
- Assist in planning and organizing events and customer meetings
- Provide inventory management for office supplies
- Record keeping maintaining company standards
- Assist receiving, scanning and review of recorded documents
- Provide quality review for orders during the open and closed status
- Assist in the post-close process for closed orders

QUALIFICATIONS:

- High school graduate or higher education or equivalent experience
- No specific training needed, detail-orientation, initiative, and practical administrative skills are a plus
- Proven interpersonal skills, multi-tasking and good communicator both verbally and written
- Customers service experience is a plus
- Computer skills required: Microsoft Office Suite

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Continually required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate

COMPENSATION:

Base salary, depending on the applicant's experience. Eligible for benefits program, includes paid time off, health insurance, 401K, life insurance, cell phone reimbursement and other benefits as they become available. Additional compensation opportunities depending on company and personnel performance through an annual incentive plan.

ABOUT US:

Birchway Title Agency, LLC is a professional, technology-based title agency providing superior customer service with the capability to close real estate transactions throughout the United States.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

For more information or to submit a resume please send your inquiries to info@birchwaytitle.com attention Human Resources.