



222 West Adams Street, Suite 3150, Chicago, IL 60606 | 312.279.7305 | www.renovofinancial.com

Position: Escrow Specialist

Who We Are:

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies and the 2022 + 2023 Top Workplace winner, as recognized by The Chicago Tribune, and 2023 Best Workplace by Inc. Magazine.

Position Summary:

The Escrow Specialist will administer all aspects of the escrow account including tax, insurance, escrow analysis, and escrow account maintenance in the servicing system. The candidate will also be responsible for collaborating with our vendors, borrowers, and other departments. This position is eligible for overtime. In this role, you will report directly to Steffany Williams, AVP of Escrow at Renovo Financial.

Responsibilities:

- Process daily tax payments in coordination with the tax vendor and Renovo Accounting Team regarding funding
- Process daily insurance payments in coordination with the insurance vendor and Renovo Accounting Team regarding funding
- Maintain insurance records in the servicing system
- Force-Placed Insurance Oversight and Escalation Process
- Coordinate with borrowers on tax and insurance payment issues or inquiries
- Manage deed requests from tax vendor
- Complete escrow analyses and field questions from borrowers related to notices and curing process
- Follows up and resolves problems or issues with little to no direction from Supervisor
- The ability to analyze any situation or obstacle and provide a solution
- Have a thorough understanding of process in order to be proactive rather than reactive
- The ability to accept feedback to ensure a positive outcome
- Communicate with manager your goals, objectives, and key results to foster alignment and team focus
- Work special projects as needed

Ideal Candidate:

The ideal candidate for this role will have:

- High School Diploma or equivalent
- Preference to someone in Chicagoland area
- Hybrid Schedule available
- 1-2 years related experience in escrow handling
- 2 years of mortgage servicing experience
- Excellent organizational abilities and time management skills
- Excellent customer and listening skills
- Intermediate computer skills required to retrieve, query, create and update documents and spreadsheets containing basic formulas and formatting
- Ability to work independently and maintain tight deadlines
- Effective communication skills, both written and spoken
- Team-oriented personality
- Willingness to adapt and change with a fast-growing company
- Analytical skills and good judgement



222 West Adams Street, Suite 3150, Chicago, IL 60606 | 312.279.7305 | www.renovofinancial.com

Behavioral Characteristics:

- **Self-Motivated:** You take on tasks without waiting to be told what to do
- **Positive Attitude:** You approach situations with a proactive and positive attitude
- **Adaptable:** You respond quickly to changing ideas, responsibilities, expectations, trends, and other processes
- **Determined:** You stay on course even during difficult assignments and you crave opportunity for advancement
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Openminded:** Always seeks to find and develop creative solutions

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers full-time employees a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for employees and their dependents, voluntary benefit offerings (life insurance and short-term disability), pre-tax FSA, commuter and dependent care benefits, maternity/paternity, hybrid work schedule, and more.