

Escrow Assistant – Funding

Location: Treasure Valley, Idaho (Onsite/In-Person)

Department: Escrow Team

Status: Non-Exempt, Full-Time

Reports To: Escrow Team Leader

About Us

At Venture Title & Escrow, we're a locally and team-owned company that puts people first. We're committed to delivering a Simple, Predictable, and Personal experience for our clients while supporting the growth and success of our team. Our culture is built around our VIBE values—Integrity, Boldness, Excellence, and a commitment to Invest, Inspire, and Empower—and we take pride in serving the Treasure Valley with care, consistency, and heart.

About the Role

As an Escrow Assistant – Funding, you'll play an important role in supporting the escrow team by handling the processes required to fund and disburse real estate transactions accurately and on time. You'll work closely with Escrow Officers and other team members to process incoming and outgoing funds, complete final transaction documentation, and help ensure files move smoothly through the final stages of closing.

This role is ideal for someone who is highly organized, detail-oriented, and comfortable managing multiple priorities in an environment where accuracy, timeliness, and communication matter.

What You'll Do

In this role, you will:

Support Funding & Disbursement

- Support the Escrow Team with funding and disbursement activities, including editing and printing checks, balancing files, sending and posting wires, depositing checks, and shipping or uploading loan packages.
- Audit files prior to disbursement to confirm required curative items and actions have been completed by the Escrow Team.
- Disburse files in accordance with Venture's Trust Accounting policy.
- Complete remote nightly deposits.
- Upload final documents and distribute them to the appropriate parties.

Maintain Accurate Financial Processes

- Contribute to the development, implementation, and execution of funding and disbursement processes in accordance with Venture's Trust Accounting policy.

- Review outstanding checks and trial balance reports monthly as outlined in the Trust Accounting policy.
- Maintain accuracy and attention to detail when processing incoming and outgoing funds.

Coordinate with Teams & Transaction Parties

- Coordinate with the Delivery Team to ensure deliveries, exchanges, and deposits are completed in a timely manner.
- Communicate with real estate agents, lenders, buyers, and sellers regarding file status and completion of funding.
- Work closely with Escrow Officers to maintain clear communication between the funding desk and Escrow Team.

Support the Team & Improve Processes

- Seek feedback from Escrow Officers and identify opportunities to improve funding processes, workflow, and communication.
- Assist the front desk with rollover calls and coverage as needed.
- Provide additional front office support in smaller offices when required.

What We're Looking For

Must-Haves:

- One year of title, escrow, or related industry experience
- General understanding of real estate contracts
- Excellent interpersonal skills and professional phone and email etiquette
- Strong verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to multitask, reprioritize, and work effectively under pressure
- Proficiency with Microsoft Office and experience working with paperless production software

Nice-to-Haves:

- Working knowledge of closing statements and disclosures, lender requirements, and title commitments
- Experience with office equipment, including copiers and 10-key calculators
- Experience supporting funding, disbursement, or escrow operations

Physical Requirements

- Ability to sit for prolonged periods
- Frequent use of hands for document handling and computer work
- Occasional lifting or moving of items up to 25 pounds
- Vision abilities including close and peripheral vision and color differentiation

Why Join Venture Title & Escrow

- **Locally & Team-Owned** – Be part of a company that values people and long-term relationships.
- **Collaborative Team Environment** – Work alongside experienced escrow professionals in a supportive setting.
- **Meaningful Work** – Help guide buyers and sellers through one of the most important financial transactions of their lives.
- **Community Impact** – Join a company invested in the Treasure Valley through service and partnerships.