

JOB DESCRIPTION

TITLE: Financial Examiner III
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 1106
SALARY GROUP: B21
APPROVED: September 1, 2009
REPORTS TO: Field Manager

GENERAL DESCRIPTION

Professional examining position with responsibility for conducting examinations of above-average difficulty and credit unions with persistent problems, in addition to routine examinations. Work involves examining and verifying financial and operating statements, analyzing and interpreting financial and statistical data, ascertaining compliance with applicable laws, rules, bylaws and sound business practices, and evaluation of management. Leadership qualities permit assignment as Examiner-in-Charge of large, team examinations or oversight responsibility for a specific function of the examination. May also be assigned to assist the Field Manager

DUTIES AND RESPONSIBILITIES

1. Verifies accuracy of accounting records and related financial statements; reviews a sample of loan files to ascertain proper documentation and adequate procedures; reviews board policies and verifies compliance; verifies investments and ascertains that investment policies are adequate and appropriate; verifies compliance with applicable sections of the Texas Finance Code, Commission Rules, and Bylaws; verifies compliance with other related laws or applicable federal regulations; and evaluates management effectiveness and internal controls.
2. Inputs financial and related data into automated exam program and prepares all parts of the examination report.
3. Upon completion of examination, and after conferring with Field Manager when appropriate, meets with credit union officials and informs them of areas of progress or improvement, areas of concern, makes recommendations or suggestions, and assists officials in resolving problems.
4. Effectively supervises credit unions with problems that can be easily resolved, using ingenuity and experience in counseling with credit union officials.

5. Manages an assigned district of credit unions primarily with CAMEL ratings of 1, 2, or 3, maintains field files in a current and orderly manner for these credit unions, and works with other examiners when assigned.
6. When acting as Examiner-In-Charge of a team of examiners, serves as authoritative source in problems related to credit union operations, financial analysis, and management; uses own judgement in combining and analyzing the findings of examination team.
7. Attends assigned schools and training seminars.

SUPERVISION RECEIVED

Works under the supervision of a Field Manager or another, more experienced examiner, for continued development of examination skills and knowledge.

GENERAL QUALIFICATION REQUIREMENTS

Education:

Graduate of an accredited four-year college or university with a major in Accounting, Finance, Economics, Business Administration or related majors, and at least 9 semester hours of accounting (including basic and intermediate accounting). Experience in a credit union or other financial institution in a managerial capacity may be substituted for a portion of the educational requirement.

Experience, Knowledge, Skills, and Abilities:

Prior employment with a financial institution or regulatory agency is desired, but not necessary. Such employment should include a broad range of experiences that provide a sound understanding of operating procedures of financial institutions.

1. Should have at least eighteen months of experience performing regulatory examinations of credit unions at the Financial Examiner II level or equivalent experience. Must have passed the Financial Examiner I Test administered by the Department, and have completed NCUA New Examiner Training Levels I through V.
2. Must have demonstrated ability to:
 - A. Develop and maintain an effective working relationships with fellow employees and employees or officials of credit unions;
 - B. Communicate clearly and concisely in written or verbal form;
 - C. Work independently; and

- D. Evaluate accounting records.
- 3. Possesses average skills with computers and has a working knowledge of Microsoft Word, Excel, and Access or equivalent software packages.
- 4. Exhibits sound analytical reasoning.
- 5. Possesses thorough knowledge of applicable laws, rules, bylaws, technical knowledge of accounting, lending, and management principles.
- 6. Has ability to develop pertinent data, analyze financial trends, and to detect weaknesses in credit union policies and practices.
- 7. Exhibits leadership qualities necessary to function as team leader at examinations, to assist Field Manager in managing the zone examiners, or assist in training of newly appointed examiners.

Other:

- 1. Ability and willingness to travel frequently on an overnight basis.
- 2. Must maintain a valid Texas driver's license.
- 3. Must be able to carry or otherwise transport up to 35 pounds of computer equipment (laptop computer, CD ROM player, portable printer) and office supplies.
- 4. Satisfy a criminal activity background check.