

## JOB VACANCY NOTICE

**Class Title:** Financial Examiner I

**Job Posting Number:** 20-09

**Duty Station:** Houston

**Salary Range:** \$36,976 - \$49,284 Annually

**Opening Date:** August 31, 2020

**Closing Date:** September 25, 2020

**Educational Requirements:** Graduate of an accredited four-year college or university with major course work in accounting, finance, economics, business administration or a job-related field with a minimum of six hours, nine preferred, in accounting (including basic and intermediate accounting). Must have a minimum grade point average of **2.75 on a 4.0 scale**. Experience in a credit union or other financial institution in a managerial capacity may be substituted for a portion of the educational requirements.

**Position Description:** Serves in a developmental position with assignments/training directed toward providing the capability of eventually performing the full scope of Credit Union Examiner duties. The examiner works under the close supervision of the Field Manager who oversees on-the-job training, furnishes advice, and is available for consultation. On the job training includes an initial overview of basic examination work methods, techniques and procedures, the financial principals and operating practices normally used, reading assignments pertaining to the laws, regulations, policies and directives which govern the operation of Texas state-chartered credit unions. Upon completion of training, the examiner plans, conducts, and completes examinations of Texas state-chartered credit unions. The examiner obtains and protects confidential credit union data analyzing it prior to examination to identify areas of examination concentration and the persistency of previous problems.

The position requires strong analytical, communication, and computer skills, and offers career advancement opportunities as proficiency is demonstrated in the duties and responsibilities of the position. This position allows a flexible schedule, subject to compliance with the agency's policies and procedures. **Candidates must be willing to travel overnight at least 50% of the time.**

**Application Requirements:** To be considered for the position, applicants **must submit a completed State of Texas Employment Application, a copy of his/her official college transcripts, and a cover letter summarizing the applicant's qualifications to: Credit Union Department – State of Texas, 914 East Anderson Lane, Austin, Texas 78752-1699.** Resumes may accompany an application but do not substitute for the application. Applicants should clearly describe in the cover letter their knowledge, skills and abilities, and how they meet the minimum qualifications (education and/or experience) for the position. Qualifications may be verified through testing.

Those selected for an interview will be contacted by telephone. **Applicants who are selected for an interview may be subject to a background investigation, including credit reporting, prior employment history, education verification, and driving and criminal records and should bring the following executed document to the interview [\[link to Authority for Release of Information form\]](#).** If selected for interview, male applicants between the ages of 18 and 26 will be required to furnish proof of registration or exemption from registration with the selective service system.

***Equal Employment Opportunity Employer***

Please contact Human Resources at 512-837-9236 to request accommodation for the application process.