

## **JOB DESCRIPTION**

**TITLE:** Financial Examiner VII  
**AGENCY TITLE:** Field Supervisor  
**AGENCY:** Credit Union Department - State of Texas  
**CLASS NUMBER:** 1112  
**SALARY GROUP:** B29  
**APPROVED:** May 2, 2019  
**REPORTS TO:** Deputy Commissioner

### GENERAL DESCRIPTION

Performs advanced and/or managerial financial examination work. Work involves overseeing the review and evaluation fiscal, corporate, and operational records to determine financial condition, level of internal control, and compliance with statutory requirements. Plans, assigns and supervises the work of others and coaches/mentors less experienced examiners. Works under minimal supervision, with extensive latitude for use of initiative and independent judgment.

### DUTIES AND RESPONSIBILITIES

1. Supervises and directs a staff of financial examiners to assure that all credit unions within the region are thoroughly and regularly examined to accurately assess financial condition and operational performance. Provides technical guidance and resolves problems presented by examination staff regarding work methods and processes.
2. Coordinates the development of the region's examination schedule.
3. Confers with credit union management to resolve problems and deviations from required and permissible standards and procedures. Monitors problem credit union situations through periodic communications with staff and credit union personnel.
4. Continually strives to provide a work environment which promotes examiner development, empowerment, and an adequate work/life balance.
5. Participates in commissioning panels at the headquarters office and provides needs-based training and development to examination staff to improve level of performance and afford them the opportunity for upward mobility and career progression.
6. Directs all staff appraisals, discipline, recruitment and supervision activities within the region in a manner to assure compliance with laws and rules.
7. Evaluates individual examiner training needs, makes recommendations to the Deputy Commissioner for future training needs and monitors completion of assigned training courses.
8. Assist the Deputy Commissioner in developing Departmental policies and examination procedures.
9. Conducts periodic meetings with all regional staff to disseminate and explain policies or information and to solicit input for the development of regulatory policies or initiatives or modifications of procedures.
10. Represents to the Department at industry schools, seminars, conferences, and/or meetings. May include participation as panel member, speaker or advisor at these events.

11. May serve as interim management as situations or circumstances dictate.
12. Performs other work as assigned.

## GENERAL QUALIFICATION REQUIREMENTS

### Experience and 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.
- Minimum of nine years progressively responsible experience, including supervisory experience, in regulation, examination, and analysis of financial institutions and or related industry experience.
- Prefer certification as a State Credit Union Examination Supervisor (CSCUES) or a current or former examiner commissioned by the Department or another approved financial institution regulatory authority.

### Knowledge, Skills, and Abilities:

1. Knowledge of state and federal laws and regulations relevant to credit unions; credit union operations; and the principles and practices of public administration and management.
2. Skill in establishing plans and setting objectives and goals that support the Department's overall business strategy.
3. Ability to direct and organize regional program activities; to establish regional goals and objectives that support the Department's strategic plan; to identify problems, evaluate alternative, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.
4. Possess above average skills in accounting, computer applications, and analytical reasoning.

### Special Requirements:

1. Ability and willingness to travel frequently on an overnight basis.
2. Must possess a valid Texas driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
3. Satisfy a criminal activity and credit background check.
4. Individuals selected for this position are subject to an employment eligibility check through e-verify.