

JOB DESCRIPTION

TITLE: Financial Examiner V or VI
AGENCY TITLE: Senior Field Specialist or Field Supervisory Examiner
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 1108 or 1110
SALARY GROUP: B25 or B27
APPROVED: February 1, 2024
REPORTS TO: Field Supervisor

GENERAL DESCRIPTION

Performs senior-level financial examination work and in training to become Field Supervisor when needed. Work involves overseeing the review and evaluation of fiscal, corporate, and operational records to determine financial condition, level of internal control, and compliance with statutory requirements. Monitors the conduct and activities of assigned staff to ensure that a high degree of professionalism, employee morale, and a cooperative work environment are maintained. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Special Note: This position is intended to be a succession possession for an existing Field Supervisor for the Credit Union Department. Please do not apply if you are uncertain as to your willingness to assume that role within approximately three years.

DUTIES AND RESPONSIBILITIES

1. Coordinates or conducts independent examinations or investigations of credit unions.
2. Oversees the examinations of highly complex credit unions to verify assets and liabilities, operating trends, and affiliated business transactions to determine solvency and regulatory compliance.
3. Assists the Field Supervisor with the supervision and mentoring of examination staff, by providing needs-based training and development.
4. May be designated as an on-the-job trainer of assigned examination staff.
5. Aids the Field Supervisor in development of examination schedules, examiner training schedules, examiner appraisals, etc.
6. In training to become a Field Supervisor and may assume the role of Field Supervisor as needed.
7. Provides guidance and training to less experienced examiners to ensure their ongoing progression.
8. Assists management in meeting training objectives for staff.
9. May recruit and conduct interviews with prospective staff.
10. Represents the Department at Industry events and credit union board meetings.
11. Oversees and/or conducts statistical sampling of records and prepares documentation and work papers to support findings.
12. Oversees and/or conducts special investigations.
13. Analyzes issues and develops and coordinates action plans to complete examination or investigation.

14. Identifies areas of progress, improvement, or concern; makes recommendations; and assists in resolving problems.
15. Confers with credit unions regarding requirements, results of examinations, solvency reviews, or rehabilitation efforts.
16. Prepares and submits reports of examination that include evaluation and recommendations for regulatory or judicial actions as required.
17. Assists the Director of Examination Support Activities in the development of examination policies and procedures.
18. Performs related 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. 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 five to seven years of progressively responsible experience in the regulation, examination, and analysis of financial institutions.***
- Must be a current or former examiner commissioned by the Department or another approved financial institution regulatory authority. Experience conducting audits of Texas chartered credit unions may be used to meet this requirement.

Knowledge, Skills, and Abilities:

1. Possess and exhibit excellent oral and written communication skills.
2. Possesses working knowledge in the use of computers, including spreadsheet software.
3. Knowledge of statutory requirements, business operating procedures and reporting techniques.
4. Ability to serve as Examiner-In-Charge of highly complex and problem institutions.
5. Skilled in reviewing and auditing financial data and records.
6. Ability to be self-motivated and exercise initiative and independent judgment.
7. Ability to maintain confidentiality and handle sensitive information.
8. Ability to maintain effective working relationships with supervisors, co-workers, team members, institution personnel, and the NCUA.
9. Ability to effectively train and mentor financial examiners to ensure their ongoing development and progression.

Preferred Qualifications

1. Current or recent experience in the regulation, examination or auditing, and analysis of financial institutions.
2. Experience in management and supervision of employees.
3. Work experience with a financial institution.
4. Certification as a State Credit Union Examination Supervisor (CSCUES)

Special Requirements:

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1. Position may require between 20% and 40% overnight travel.
2. Remote examination work is estimated at 30% to 60% of total examination work.
3. Must possess or obtain within 90 days 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.
4. Final applicants may be subject to an employment credit check, driving record check and criminal background check.
5. Individuals selected for this position are subject to an employment eligibility check through e-verify.