

## JOB DESCRIPTION

**TITLE:** Financial Examiner III or IV  
**AGENCY:** Credit Union Department - State of Texas  
**CLASS NUMBER:** 1104 or 1106  
**SALARY GROUP:** B21 or 23  
**APPROVED:** February 29, 2024  
**REPORTS TO:** Field Manager

### GENERAL DESCRIPTION

Professional examiner position with responsibility for conducting examinations of above-average to moderate difficulty and smaller credit unions with persistent problems. Acts as Examiner-In-Charge and coordinates and conducts examinations and analysis to determine the financial condition and compliance with statutory requirements, bylaws, and rules. May provide periodic assistance to the Field Supervisor with training and supervising the work of other team members. Leadership qualities permit assignment of larger, team examinations or oversight responsibility for a specific, specialized function of the examination.

***Special Note: This job is a career pathing opportunity with the Credit Union Department. It is a succession position, which will replace an existing Field Supervisor for the Department in approximately three years. Please do not apply if you are uncertain as to your willingness to assume that position.***

### DUTIES AND RESPONSIBILITIES

- Manages an assigned district of credit unions.
- Performs moderately complex financial examination work, including a risk focused review to determine the safety and soundness of the credit union and its adherence to applicable state and federal regulations. Examinations also encompass an evaluation of management effectiveness and internal controls.
- Inputs financial and related data into the Merit website examination platform and completes all parts of the examination report.
- Communicates with credit union officials and informs them of areas of progress or improvement, and areas of concern. Makes recommendations or suggestions and assists officials in resolving problems.
- Manages an assigned district of credit unions and works with other examiners when assigned.
- Attends assigned schools and training seminars to improve knowledge base.
- Works under direct supervision of the field supervisor and is being developed for a future field supervisor position.
- Assist Field Supervisor in their duties.
- Performs other duties as assigned.

## SUPERVISION RECEIVED

Works under general supervision with limited latitude for the use of initiative and independent judgment.

## GENERAL QUALIFICATION REQUIREMENTS

### Experience and Education:

- Graduate of an accredited four-year college or university with significant course work in accounting, finance, economics, business administration or job-related field with a minimum of six hours, nine preferred, in accounting (including basic and intermediate accounting).
- ***Minimum of three to four years of progressively responsible experience in the regulation, examination or professional auditing, and analysis of financial institutions.*** Experience working for a credit union or other financial institution in a managerial capacity may be substituted for a portion of the educational requirement.
- Experience auditing or examining other types of regulated financial businesses/firms, may be considered to meet the experience requirement.

### Knowledge, Skills, and Abilities:

- Possesses excellent oral and written communication skills.
- Possesses working knowledge in the use of computers, including spreadsheet programs.
- Has a sound aptitude for math and is able to perform accurate financial calculations.
- Ability to serve as the Examiner-In-Charge of larger and/or complex/problematic credit unions.
- Skilled in collecting, analyzing, and documenting the reviews and audits of financial data and records.
- Skilled in preparing accurate written reports and the results of research findings.
- Able to be self-motivated and exercise initiative and independent judgment.
- Ability to learn moderately complex technical issues and maintain complex records.
- Knowledge of statutory requirements, business operating procedures and reporting techniques and/or ability to learn, absorb and maintain such knowledge.
- Ability to meet deadlines and handle multiple and diverse tasks.
- Ability to maintain confidentiality and handle sensitive information.
- *Skilled* at developing effective working relationships with supervisors, co-workers, team members, institution personnel, and the NCUA.

### Preferred Qualifications

- Current or recent experience in the regulation, examination or auditing, and analysis of financial institutions desired.
- Experience in management and supervision of employees.
- Work experience with a financial institution.
- Certification as a State Credit Union Examiner (CSCUE)

Special Requirements:

- Position may require between 20% and 40% overnight travel, on an annual basis.
- Remote examination work estimated at 30% to 60% of total examination work.
- 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.
- Final applicants may be subject to an employment credit check, driving record check and criminal background check.
- Individuals selected for this position are subject to an employment eligibility check through e-verify.

HOW TO APPLY

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to [CUDMail@tud.texas.gov](mailto:CUDMail@tud.texas.gov); or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site at:

<https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

Employment testing may be required for candidates selected to be interviewed. If contacted for an interview, candidates will be notified regarding details of the testing procedures.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

The Department participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.