

JOB DESCRIPTION

TITLE: Financial Examiner VI/VII
AGENCY TITLE: Field Supervisor Examiner/Field Supervisor
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 1110/1112
SALARY GROUP: B29/B31
APPROVED: August 2, 2024
REPORTS TO: Deputy Commissioner

GENERAL DESCRIPTION

Performs senior level and/or managerial financial examination work. 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. Plans, assigns, and supervises the work of others and coaches/mentors less experienced examiners. Monitors staff activities to ensure a high degree of professionalism and cooperation among team members. Works under minimal supervision, with extensive latitude for use of initiative and independent judgment. Both remote and onsite examination type work will be necessary with this position.

DUTIES AND RESPONSIBILITIES

1. Responsible for ensuring risk focused examinations of Texas chartered credit unions are conducted within the timeframes required by statutes and Department policy, for a region consisting of approximately thirty to fifty credit unions.
2. Supervises and participates with an assigned 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.
3. Coordinates the development of the region's examination schedule.
4. Confers with credit union management to resolve problems and deviations from required and permissible standards and procedures. Monitors closely problem credit union situations through periodic communications with staff and credit union personnel.
5. Continually strives to provide a work environment which promotes examiner development, empowerment, and an adequate work/life balance.
6. Provides close supervision, training, and written feedback to new examiners during the initial training program provided during their first six to eight months on staff. Further, provides ongoing needs-based training and development to examination staff to improve level of performance and afford them the opportunity for upward mobility and career progression.
7. Directs all staff appraisals, discipline, recruitment, and supervision activities within the region in a manner to assure compliance with laws and rules.
8. Evaluates individual examiner training needs, makes recommendations to the Deputy Commissioner for future training needs and monitors completion of assigned training courses.
9. Assist the Deputy Commissioner in developing Departmental policies and procedures.

10. Conducts periodic meetings with 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.
11. May represent the Department at industry schools, seminars, conferences, and/or meetings. May include participation as panel member, speaker, or advisor at these events.
12. May serve as interim management as situations or circumstances dictate.
13. 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. 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 seven years of progressively responsible experience, including supervisory experience, in regulation, examination, and analysis of financial institutions and or related industry experience.
- Must be a current or former examiner commissioned by the Department or another approved financial institution regulatory authority.

Knowledge, Skills, and Abilities:

1. Possess excellent oral and written communication skills.
2. Ability to maintain effective working relationships with supervisors, team members, credit union personnel and the share insurer.
3. Knowledge of state and federal laws and regulations relevant to credit unions; credit union operations; and the principles and practices of management.
4. Skill in establishing plans and setting objectives and goals that support the Department's overall business strategy.
5. Ability to direct and organize regional program activities; to establish regional goals and objectives that support the Department's strategic plan; to identify problems 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.
6. 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 driving record check, criminal activity check, and credit background check.
4. Individuals selected for this position are subject to an e-verify employment eligibility check.