

## **JOB ANNOUNCEMENT**

**Job Posting Number:** 24-14  
**Job Title:** Financial Examiner VI/VII  
**Opening Date:** August 2, 2024  
**Closing Date:** August 16, 2024  
**Annual Salary:** \$84,182 – \$137,066<sup>1</sup>  
**Work Location:** Austin area  
**Work Hours:** 8:00 a.m. – 5:00 p.m. Monday-Friday

### **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.

### **MILITARY OCCUPATIONAL SPECIALTY CODES**

Veterans, Reservists or Guardsmen with a Military Occupational Specialty or additional duties that fall in the fields of 36B, 42A, 88N, YN, 360, 0111, 8A200 may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Administrative\\_Support.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Administrative_Support.pdf)

### **ESSENTIAL 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.

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<sup>1</sup> Commensurate with qualifications and experience.

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.

### **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@cud.texas.gov](mailto:CUDMail@ cud.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: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

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 is 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 on the basis of 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.