



# Credit Union Department, State of Texas

## **JOB ANNOUNCEMENT**

<b>Job Title:</b>	<b>Financial Examiner I</b>	<b>Job Posting: 25-08</b>
<b>Agency:</b>	<b>Credit Union Department</b>	<b>Department: CUD - Dallas</b>
<b>Location:</b>	<b>914 E. Anderson Lane, Austin, Texas</b>	<b>Salary Group: B17</b>
<b>Annual Salary:</b>	<b>\$42,976 - \$64,469<sup>1</sup></b>	<b>Classification:</b>
<b>Posting:</b>	<b>Internal and External Audience</b>	<b>Occupational Category: 1100</b>
<b>Travel:</b>	<b>Up to 40%</b>	<b>Shift: Day</b>
<b>Opening Date:</b>	<b>16 May 2025</b>	<b>Close Date: August 30, 2025</b>

### **GENERAL JOB DESCRIPTION**

Credit Union Examiners play a crucial role in assessing the financial and operational health of state-chartered credit unions. They analyze operations from both an administrative and financial perspective, ensuring compliance with relevant laws, regulations, and industry standards. Examiners also serve as trusted advisors, guiding management on ways to enhance efficiency and improve performance.

This entry-level position offers a fast-paced and dynamic work environment with significant career growth potential. Examiners carefully review and verify financial statements, operational procedures, and compliance measures under the supervision of the Examiner-in-Charge or Field Manager. While much of the training is on-the-job, examiners also engage in continuing education, including state training conferences, national certification programs, and leadership development courses.

In this role, professionals develop independent judgment, critical thinking, and analytical skills, working closely with credit union executives and boards of directors. Examiners have the opportunity to conduct evaluations of credit unions of varying sizes across the state.

The position also provides a unique opportunity to travel, engage with professionals from diverse backgrounds, and progress rapidly through performance-based salary increases—up to 12% within the first 12 months, with ongoing opportunities for career advancement and salary progression.

### **ESSENTIAL JOB FUNCTIONS**

- Conducts thorough reviews, testes, and evaluations of fiscal, corporate, and operational records to assess financial stability and compliance with statutory regulations, bylaws, and operational rules.

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<sup>1</sup> Salary is contingent upon experience of selected candidate

- Identifies key areas for improvement, highlights progress, and addresses concerns by offering strategic recommendations and assisting in problem resolution.
- Enters financial and operational data into automated examination systems, ensuring accurate and comprehensive preparation of all sections of the examination report.
- May serve as the lead examiner for non-complex credit unions, working under the guidance of the Field Manager.
- Participates in industry-specific training seminars and educational programs to continuously enhance knowledge and expertise.
- Performs additional duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge:**

- Understanding of oral and written communication principles for effective professional interactions.
- Familiarity with personal computer operations, particularly word processing and spreadsheet applications.
- Knowledge of mathematical and financial calculations required for precise assessments.
- Awareness of research methodologies, data collection, and documentation techniques.
- Understanding of financial statements, reports, records, and regulatory compliance requirements.
- Comprehension of applicable credit union laws, statutes, and operational procedures.

### **Skills:**

- Strong oral and written communication skills for clear, concise reporting.
- Proficiency in word processing and spreadsheet applications to support data analysis.
- Ability to conduct financial calculations with accuracy and reliability.
- Expertise in gathering, analyzing, and documenting research findings.
- Skill in drafting thorough written reports to communicate research outcomes.
- Relationship-building skills to foster effective collaborations with supervisors, colleagues, institution personnel, and the NCUA.

### **Abilities:**

- Self-motivation to follow established examination procedures and grasp operational structures.
- Capacity to learn complex technical issues and maintain detailed records.
- Analytical ability to evaluate financial statements, reports, and regulatory forms.
- Aptitude for interpreting and applying statutory rules governing credit unions.
- Time-management proficiency to meet deadlines while handling multiple tasks.
- Commitment to confidentiality in managing sensitive information.

## **ACADEMIC REQUIREMENTS**

- Bachelor's degree from an accredited four-year college or university, with a focus on accounting, finance, economics, business administration, general business, insurance, mathematics, or a related field.
- Preference for candidates with at least six credit hours in accounting, including basic and intermediate coursework.
- Minimum 2.75 GPA on a 4.0 scale.
- Relevant managerial experience in a credit union or financial institution may be considered as a substitute for part of the educational requirements.

## **PREFERRED QUALIFICATIONS**

- Work experience with a financial institution is desirable.
- Knowledge of Texas and its state government is desirable.

## **SPECIAL REQUIREMENTS**

- Travel Expectation: Requires a minimum of 40% overnight travel.
- Driver's License Requirement: Must hold or obtain a valid Texas driver's license within 90 days of employment.
- Vehicle & Insurance Compliance: Applicants using personal vehicles for agency business must have Texas minimum liability coverage and a valid state inspection sticker.
- Background Checks: Final applicants may undergo employment credit checks, driving record reviews, and criminal background screenings.
- Employment Eligibility Verification: Selected candidates will be subject to an E-Verify employment eligibility check.

## **MILITARY OCCUPATIONAL SPECIALTY CODES**

**Veterans:** The following resources provide valuable information and additional job opportunities:

- **Military to Civilian Occupation Translator:**  
<http://www.careerinfo.net/org/moc/>
- **Texas Veterans Commission Employment Assistance:**  
<https://www.tvc.texas.gov/employment/veterans/>

The State Auditor's Office has published updated state job descriptions and the Military Crosswalk, which are available on their website:  
<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions> . Additionally, the related Conversion Manual can also be accessed on their website at:  
<http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual> .

### **ADA ACCOMMODATIONS**

In compliance with the Americans with Disabilities Act ([ADA](#)), CUD will provide reasonable accommodation during the hiring process for individuals with a qualifying disability. If reasonable accommodation is needed to participate in the interview process, please notify the person who contacts you to schedule the interview. If you need assistance completing the on-line application, contact the Staff Services Officer, Biancaja Sugars, at 512-837-9236 or via email at [CUD\\_HR@ cud.texas.gov](mailto:CUD_HR@ cud.texas.gov).

### **PRE-EMPLOYMENT CHECKS AND WORK ELIGIBILITY**

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants 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.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants will be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Application Requirements:** Applicants must submit a completed State of Texas Employment Application to be considered. Resumes may accompany an application but do not substitute for the application.
- **Benefits:** CUD offers insurance coverage and other benefits available through the [State of Texas Group Benefits Plan](#) administered by the Employee Retirement System of Texas (ERS).

### **SUBMIT APPLICATIONS TO**

Please direct applications to **Biancaja E. Sugars**, Staff Services Officer, Credit Union Department, via email at [CUD\\_HR@ cud.texas.gov](mailto:CUD_HR@ cud.texas.gov), mail to 914 East Anderson Lane, Austin, TX 78752-1699, or fax to (512) 832-0278. Alternatively, you may submit your application through [WorkinTexas.com](http://WorkinTexas.com). All applications must be received by 5:00 p.m. on the closing date. [State applications](#) can be obtained from either the [Credit Union Department](#) website or [WorkinTexas.com](http://WorkinTexas.com).

The Credit Union Department is an Equal Employment Opportunity Employer and strictly prohibits discrimination based on race, color, religion, sex, national origin, veteran status, age, or disability in employment or the delivery of services.

Individuals with disabilities who require reasonable accommodation will not be excluded from consideration based on their disability. Applicants in need of reasonable accommodation during the application process should contact the Staff Services Officer at (512) 837-9236.

**Nearest Major Market:** Austin