

**Opening Date:** Immediately  
**Number of Openings:** 1  
**Classification:** Exempt  
**Closing Date:** Until Filled  
**Location:** Statewide

**Posting number:** SML-299  
**Duration of Job:** Regular Full Time  
**Group/Class #:** B21/1104  
**\*Salary:** \$4,024 min - \$6,579 max  
\* Commensurate with qualifications and experience

**Military Specialty Codes:**  
**Army**-36B,36A; **Navy**-LS,310X,651X,751X;  
**Coast Guard**-SK,420,020,31,F&S,FIN10;  
**Marine**-3402,3404,3408; **Air Force**-6FOX1, 65FX,65WX

Additional information on the SAO Military Crosswalk is available here:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

## TEXAS DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

**JOB TITLE:** Financial Examiner III - Thrift

**JOB DESCRIPTION:** Performs advanced examination, investigation and analysis of business reports and operating records of thrift institutions. Examines and evaluates accounting records, investment and lending activities, and investigates business practices to ensure legal compliance and conformance to industry standards. May function as a lead examiner in a non-complex institution under general supervision of a senior examiner. Works under minimal supervision of a supervising examiner and is responsible for training and assisting other examiners.

**EXAMPLES OF WORK PERFORMED:**

- ◆ Performs examination procedures under minimal supervision of a more experienced examiner.
- ◆ Identifies problems, collects and reviews supporting documents, exercises a degree of independent judgment in deciding how far to pursue an examination issue.
- ◆ Assists in reviewing the quality of the institution's assets, particularly the more complex loans and investments, to determine if they are properly carried on the institution's records.
- ◆ Prepares examination comments to be included in the overall report of examination.
- ◆ Assists with training and supervising less experienced examination staff.
- ◆ May function as lead examiner in a non-complex institution with minimal supervision of a senior examiner.
- ◆ May participate in meetings with management and board of directors of institution to discuss examination findings.
- ◆ Applies a sound knowledge of regulatory laws and regulations to institution-specific situations to determine if violations of have occurred.
- ◆ Serves as a resource person to other examiners in the area of state and federal statutes and regulations.
- ◆ May begin to develop specialized knowledge of areas such as asset/liability management or investment securities.

**GENERAL REQUIREMENTS:**

- ◆ Must possess valid Texas driver's license and be willing to travel up to 80% of the time.
- ◆ At least three (3) years' experience in financial institution auditing/examining or comparable industry experience in internal auditing.
- ◆ Graduation from an accredited four year college or university with major course work in business, finance, economics, or accounting, with a minimum of nine hours in accounting required. Education and experience may be substituted for one another.
- ◆ Sound knowledge of financial institution fundamentals and both state and federal regulatory environment preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Well-developed supervisory skills.
- ◆ Excellent written and verbal communication skills, including the ability to assist with training less experienced or lower level examination staff.
- ◆ Personal computer proficiency, preferably with both word processing and spreadsheet software.
- ◆ Knowledge of audit/examination procedures and examination report writing.
- ◆ Good analytical abilities.

- ◆ Interpersonal skills and ability to work as part of a team and self-motivation to work independently and unsupervised to complete work by identified deadlines in sometimes stressful situations.
- ◆ Ability to develop and modify work procedures to improve efficiency.
- ◆ Ability to meet deadlines, handle multiple tasks and work independently with moderate supervision.

**NOTE:**

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

*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. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check.*

**HOW TO APPLY:**

Submit state of Texas application via Work in Texas/mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application. Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>. For directions or to request physical accommodations call Gracie Diaz at 512-475-0614.

**E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.**

**Texas Department of Savings and Mortgage Lending is an equal opportunity employer.**