

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

**Posting number:** SML-310  
**Duration of Job:** Regular Full Time  
**Group/Class #:** B17/1100 or B19/1102  
**\*Salary:** B17 \$3,082 min - \$4,866 max  
B19 \$3,521 min - \$5,746 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 I/II - Thrift

**JOB DESCRIPTION:** Performs entry-level or routine to moderately complex examination, investigation and analysis of thrift institutions under close supervision of a senior examiner. Assists in or examines operating reports and financial accounting records, and investigates business practices. Participates in on-the-job training and formal training to acquire and develop further an understanding of thrift regulation, analytical and communication skills, and work paper technique. Works under close to moderate supervision with minimal to limited latitude for independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Obtain knowledge of thrift regulation by becoming familiar with applicable law and regulations including the Statutes and Rules for Texas Savings Banks, Statutes and Rules for Texas Savings and Loan Associations, FDIC manual of examination policies and procedures, the Office of Thrift Supervision Regulatory Handbook, and Departmental memoranda.
- ◆ Under the supervision of the examiner-in-charge or his/her designee, assist in reviewing institution records to determine compliance with laws and regulations.
- ◆ Attend assigned schools and training seminars to improve knowledge base.
- ◆ Performs or assists with analyzes and evaluation of recordkeeping systems of financial institutions to determine if books, records, and files are prepared and maintained in accordance with regulations and standards.
- ◆ Performs or assists with review of loan files to ensure all required documents are present.
- ◆ Performs or assists with review of records of loan collection activity to determine if collection procedures are adequate.
- ◆ Performs or assists with inspections to verify loan collateral.
- ◆ Submit assigned tasks and administrative paperwork in a neat, legible and timely manner.
- ◆ Communicate examination findings to management and board of directors under direct supervision.
- ◆ May function as lead examiner in a non-complex institution with a senior examiner assisting.

### GENERAL REQUIREMENTS:

- ◆ Must possess a valid Texas driver's license and be willing to travel up to 80% of time.
- ◆ 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.
- ◆ Fin. Examiner II - At least two (2) years' experience in financial institution auditing/examining or comparable industry experience in internal auditing.
- ◆ Fin. Examiner I - Any previous work experience in a financial institution is desirable.
- ◆ Certified Public Accountant, Certified Internal Auditor, or FDIC Commissioned Bank Examiner designation a plus.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Good written and verbal communication skills.
- ◆ Basic data entry skills using a personal computer.
- ◆ Tact and ability to work with fellow examiners and institution personnel in sometimes stressful situations.
- ◆ 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.
- ◆ Personal computer proficiency, preferably with both word processing and spreadsheet software.
- ◆ Good analytical abilities; 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 critical 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.**