

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting number:</b> SML-329	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> Up to 2	<b>Duration of Job:</b> Regular Full Time	<b>Army-</b> 36A; <b>Navy-</b> N/A;
<b>Classification:</b> Exempt	<b>Group/Class #:</b> B25/1108	<b>Coast Guard-</b> F&S, FIN10;
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$5,259 min - \$8,624 max	<b>Marine-</b> 3404, 3408, 8844;
<b>Location:</b> Statewide	*Commensurate with qualifications and experience	<b>Air Force-</b> 6F0X1, 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)

**JOB TITLE:** Financial Examiner V – Thrift Examinations

**JOB DESCRIPTION:** Acts as examiner-in-charge of examinations in non-problem institutions with asset size of less than one billion dollars. Acts as examiner-in-charge of smaller institutions with a moderate level of problems, without on-site supervision. Analyzes overall institution condition. Recognizes regulatory non-compliance and substantial internal control weaknesses. Manages timely completion of all examination areas. Responsible for final examination report content. Has broad latitude in the exercise of independent technical judgment and is responsible for training and assisting other examiners.

**EXAMPLES OF WORK PERFORMED:**

- ◆ Interpret and apply regulatory policies, procedures, laws and regulations.
- ◆ Analyze areas of concern and personnel needs for upcoming examinations.
- ◆ Act as examiner-in-charge of large non-problem institutions or small problem institutions, without supervision; act as examiner-in-charge of large problem institutions under supervision.
- ◆ Orally present examination findings to senior management and board of directors.
- ◆ Prepare written examination reports as prescribed by departmental guidelines.
- ◆ Provide supervision, training and evaluation of other examiners.
- ◆ Conduct trust or other limited scope specialty examinations.
- ◆ Conduct credit review and analysis involving larger, more complex credit relationships.

**GENERAL REQUIREMENTS:**

- ◆ Must possess a valid Texas driver's license and be willing to travel up to 80% of the 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 is required.
- ◆ Five (5) years of significant experience in financial institution auditing/examining, including supervision of subordinates and making presentations to senior management and directors.
- ◆ Extensive knowledge of financial institution fundamentals and both state and federal regulatory environment. Work experience in a financial institution is desirable. Specialized knowledge or designations in real estate appraisal or capital markets also a plus.
- ◆ Certified Public Accountant, Certified Internal Auditor, or FDIC/FRB/OCC Commissioned Bank Examiner designation a plus.

**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.
- ◆ Extensive knowledge of state and federal statutes and regulations and Departmental policies.
- ◆ Good analytical abilities; ability to develop and modify work procedures to improve efficiency.
- ◆ 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 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 Human Resources 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.**

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