

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

**Opening Date:** Immediately  
**Number of Openings:** 1  
**Classification:** Exempt  
**Closing Date:** Until Filled  
**Location:** Austin, TX

**Posting number:** SML-330  
**Duration of Job:** Regular Full Time  
**Group/Class #:** B17/1100 or B19/1102  
**Salary\*:** \$3,081 min - \$4,866 max/mo for FEI  
\$3,520 min - \$5,746 max/mo for FEII  
\*Commensurate with qualifications and experience

**Military Specialty Codes:**  
**Army-**36A; **Navy-**N/A;  
**Coast Guard-**F&S, FIN10;  
**Marine-**3404, 3408, 8844;  
**Air Force-** 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 I or II\*

**JOB DESCRIPTION:** Performs entry-level or routine and complex field examination work. Work involves conducting examinations of mortgage originator operations to determine and report on financial condition and compliance with statutory requirements, bylaws, and rules. Works under close or moderate supervision with minimal to moderate latitude for the use of initiative and independent judgment. May travel up to 80%.

### EXAMPLES OF WORK PERFORMED:

- ◆ Conducts independent, routine and complex examinations.
- ◆ May act as lead examiner with other examiners on large or complex examinations.
- ◆ Communicates with industry employees relative to requirements and results of examinations.
- ◆ Examines records to determine statutory compliance.
- ◆ Analyzes issues and develops action plans to complete examinations/investigations.
- ◆ Verifies the accuracy of records, work papers and related financial statements; determines proper documentation and adequate procedures; detects and records variances.
- ◆ Assists investigators in reviewing reports of fraud and other consumer complaints issues.
- ◆ Conducts covert examinations at the direction of the Commissioner.
- ◆ Conducts fraud examinations.
- ◆ Provides technical assistance to various law enforcement agencies including local police and district attorney offices, FBI, and Secret Service.

### GENERAL REQUIREMENTS:

- ◆ Experience in mortgage origination or auditing preferred.
- ◆ Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, or a related field is generally preferred.
- ◆ Education and experience may be substituted for one another.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of auditing/accounting procedures/practices; of industry terminology and practices; business operating procedures; and management control and internal reporting techniques.
- ◆ Extensive personal computer skills, including spreadsheet and word processing software.
- ◆ Ability to audit financial statements, reports, records, operational procedures, and forms; to draft clear and concise reports and correspondence regarding findings; and to apply relevant rules, regulations, and statutes.
- ◆ Ability to meet time deadlines and handle multiple tasks.
- ◆ May travel up to 80%.

### 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 <https://twc.texas.gov/jobseekers/state-texas-application-employment>. For directions or to request physical accommodations, please 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.**