

# 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-335  
**Duration of Job:** Regular Full Time  
**Group/Class #:** B23/1106  
**Salary\*:** \$4,599 min - \$7,532 max  
\*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 IV – Thrift Supervisory Analyst

**JOB DESCRIPTION:** Performs or coordinates off-site regulatory monitoring activities for a portfolio of small to midsize savings institutions. Reviews, analyzes, and evaluates examination reports, audit reports, applications, correspondence, quarterly financial results, and other pertinent information regarding assigned institutions. Coordinates regulatory actions with appropriate federal and state regulators. Analyzes risk profiles for assigned institutions and develops supervisory monitoring strategies, recommending appropriate action to resolve supervisory or regulatory problems. Researches, analyzes, and interprets questions regarding the application of state and federal financial institution statutes and regulations. Drafts routine documents and orders of the Commissioner. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Performs monitoring and communications of supervision for a portfolio of state savings banks.
- ◆ Serves as a primary point of contact for monitoring and communications for a portfolio of savings banks.
- ◆ Responds to inquiries and provides regulatory guidance and interpretation to assist bank management in compliance with applicable state and federal statutes and regulation.
- ◆ Conducts comprehensive review and analysis of CALL reports, business plans, audit reports, and examination reports, including related correspondence.
- ◆ Performs noncomplex financial modeling, financial data analysis, and noncomplex contract, financial and securities transaction reviews related to assigned banks.
- ◆ Reviews or coordinates the review of applications for compliance with applicable statutes and regulations, critically evaluating the merits of the application, communicating with applicant to obtain all necessary information, and recommending appropriate Department response.
- ◆ Performs or coordinates the evaluation and maintenance of institution risk profiles, and may develop comprehensive supervisory action plans for assigned institutions semi-annually.
- ◆ Researches regulatory issues related to institutions, developing findings and making recommendations to the Commissioner, the General Counsel and Deputy Commissioner/Director of Thrift Examinations for supervisory action.
- ◆ Coordinates savings institution hearings on applications and enforcement actions, may prepare documentation, and draft related legal and administrative documents.
- ◆ Attends hearings, management meetings, exit conferences and depositions, and may summarize content as needed.
- ◆ May assist with developing and preparing reports to the Finance Commission of Texas and other external entities.
- ◆ Other related work as assigned.

### GENERAL REQUIREMENTS:

- ◆ Must possess valid Texas driver's license and be willing to travel up to 20% 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 required.

- ◆ At least three (3) years of experience with significant responsibilities in financial institution auditing, examining or supervision, including contact with senior management and directors. Experience must indicate the ability to immediately perform duties with limited introductory training.
- ◆ Sound knowledge of financial institution fundamentals of both state and federal regulatory environment preferred.
- ◆ Certified Public Accountant, Certified Internal Auditor, or Commissioned Bank Examiner designation a plus.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of financial institutions, financial transactions and modeling techniques
- ◆ Knowledge of financial institution internal auditing or regulatory compliance.
- ◆ Excellent written and verbal communication skills, including the ability to assist with training less experienced or lower level supervision staff.
- ◆ Personal computer proficiency, preferably with both word processing and spreadsheet software.
- ◆ Extensive knowledge of state and federal statutes and regulations relating to the thrift industry.
- ◆ 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 <https://twc.texas.gov/jobseekers/state-texas-application-employment>. 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.**