

**DEPARTMENT OF SAVINGS AND MORTGAGE LENDING  
STATE AGENCY JOB VACANCY NOTICE**

<b>Opening Date:</b> June 1, 2023	<b>Posting Number:</b> SML- 375	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> up to 2	<b>Duration of Job:</b> Temporary	<b>Army</b> – 36A; <b>Navy</b> – N/A;
<b>Classification:</b> Non-Exempt	<b>Group/Class #:</b> B17/1100	<b>Coast Guard</b> – F&S, FIN10;
<b>Closing Date:</b> Until Filled	<b>Salary:</b> \$22.00 per hour	<b>Marine</b> – 3404, 3408, 8844; <b>Air Force</b> – 6F0X1, 65FX, 65WX
<b>Location:</b> Texas - Hybrid		

**Benefits Offered:** Paid holidays, Employee Assistance Program, Training/Employee Development Program, and more.

Additional information on the SAO Military Crosswalk is available here:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**JOB TITLE:** Internship - Financial Examiner I – Thrift

**TEMPORARY POSITION:** Summer internships begin June 1, 2023, and end August 11, 2023 (40 hours per week).

**JOB DESCRIPTION:** Performs entry-level examination, investigation, and analysis of state savings banks 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 further develop an understanding of thrift regulation, analytical and communication skills, and work paper technique. Works under close supervision with minimal latitude for independent judgment.

**EXAMPLES OF WORK PERFORMED:**

- ◆ Obtain knowledge of thrift regulations by becoming familiar with applicable law and regulations including the Statutes and Rules for Texas Savings Banks; Federal regulations, FDIC manual of examination; and department and division policies and procedures.
- ◆ Under the supervision of the examiner-in-charge or his/her designee, assist in reviewing institution records to determine compliance with laws and regulations.
- ◆ 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 assist with the analysis of Capital, Management, Earnings, Liquidity, and Sensitivity to Market Risk components.
- ◆ Attend assigned schools and training seminars to improve knowledge base.
- ◆ Submit assigned tasks and administrative paperwork in an accurate, complete, and timely manner.
- ◆ Communicate examination findings to management and/or board of directors under direct supervision.
- ◆ Other related work as assigned.

**GENERAL REQUIREMENTS:**

- ◆ Must possess a valid driver's license and be willing to travel up to 80% of the time within the state of Texas.
- ◆ Education: Graduation within 1-2 years (3<sup>rd</sup> or 4<sup>th</sup> year) 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. Must be currently enrolled.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Basic knowledge of accounting standards.
- ◆ Good written and verbal communication skills.
- ◆ Awareness of banking regulations.

- ◆ Tact and ability to work with fellow examiners and institution personnel in sometimes stressful situations.
- ◆ Personal computer proficiency.
- ◆ Good analytical skills.
- ◆ Attention to detail.
- ◆ Proper handling of confidential information.

**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.

*External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.*

*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 a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <https://www.workintexas.com>, or
- ◆ Email to [jobs@sml.texas.gov](mailto:jobs@sml.texas.gov), or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>.

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

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.**