



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

Job Vacancy Notice

Job Title:	Financial Examiner III – IV	Open Date:	July 26, 2016
Salary Group/Class No:	1104/B21 – 1106/B23	Close Date:	Open Until Filled
Current Status:	Open – New Posting	Posting Number:	466-2016-015
Number of Positions:	1	WorkinTexas.com Number:	2941062
Monthly Salary:	\$4,301.06 - \$5,301.33	Part-Time:	No
Work Location:	2601 North Lamar Blvd. Austin, TX 78705	Position Type:	External
Travel Required:	25%	FLSA Eligible:	Exempt
Web Address:	http://occc.texas.gov/jobs/current-employment-opportunities		
Applications Accepted By:			
MAIL: Texas Office of Consumer Credit Commissioner Human Resources 2601 N. Lamar Blvd Austin, TX 78705		FAX OR E-MAIL: (512)936-7610 or Personnel@occc.texas.gov Attention: Human Resources	
Job Description			
<p>Performs as a team member of the Consumer Protection Section and the Agency. Conducts moderately complex to complex level financial examinations and/or investigations. Assigns and coordinate investigations and monitors completion. Contributes to examination review effort through review of examinations reports for compliance with statutes, rules, and regulations. Review investigation reports, completing follow up work or referral to Legal as needed. May provide oversight and/or direction to examiners in completion of financial examinations or investigations. Compiles reports as needed to meet Section and Agency reporting requirements. May train other staff and/or make presentations to industry groups or train others. Works under general supervision, with limited to moderate latitude for use of initiative and independent judgement.</p> <p><u>MILITARY OCCUPATIONAL SPECIALTY CODES</u></p> <p>Military Occupational Specialist codes that may be applicable to this position: 65IX, LDO, 420, 31, 3404, 65WX</p> <p>Additional information on the SAO Military Crosswalk is available here: www.sao.state.tx.us/Contact/mgmtart.aspx</p> <p>ESSENTIAL JOB FUNCTIONS</p> <ul style="list-style-type: none"> • Conducts independent financial investigations or examinations. • Analyzes issues; develops and coordinates action plans to complete financial examinations and investigations. • Communicates with industry personnel regarding results of examinations and investigations. • Coordinates assignment of field investigations and monitors completion. • Reviews investigation reports for accuracy and proper completion; completes follow up work or referral to Legal as needed. 			

- Examines records to verify assets and liabilities, operating trends and affiliated business transactions to determine regulatory compliance.
- Verifies the accuracy of records, work papers, and related financial statements; determines proper documentation and adequate procedures; and detects and records variances.
- Prepares and submits reports of examinations and investigations that include evaluations and recommendations for regulatory or judicial actions as required.
- Maintains files and databases for reports.
- Prepares and submits reports in order to meet Examination Section and Agency reporting requirements; prepares ad hoc reports as needed.
- Testifies in hearings and court proceedings as an expert witness in matters involving investigations and examinations performed.
- May participate in reviewing and revising agency policies.
- May plan and coordinate rehabilitation efforts of troubled organizations and determines regulatory compliance relative to business operations.
- May supervise the work of others by providing oversight or serving as the examiner-in-charge of a more complex examination or investigation.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Experience in financial examination work. Graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, economics, insurance, or a related field is generally preferred. Experience and education may be substituted for one another. Plus three (3) years of conducting financial examinations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of auditing and accounting standards and techniques; of both statutory accounting principles (SAP) and generally accepted accounting principles (GAAP); of financial and industry terminology and practices; and of corporate structures, business operating procedures, management control, and internal reporting techniques.
- Skill in the use of computer systems and associated applications.
- Ability to audit financial statements, reports, records, budgets, operational procedures, and forms; to coordinate projects for timely completion; to conduct investigations; to prepare concise reports and correspondence; to apply relevant rules, regulations, and statutes; and to communicate effectively.
- Bilingual English/Spanish preferred

GENERAL

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

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 on 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.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to personnel@occc.texas.gov; or via WorkinTexas.com. Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered.

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or personnel@occc.texas.gov. If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Completed	07/26/2016
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