



Financial Examiner I

Salary Group: B17

Class Code: 1100

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
FINANCIAL EXAMINER I	1100	B17	\$36,976 - \$58,399
FINANCIAL EXAMINER II	1102	B19	\$42,244 - \$68,960
FINANCIAL EXAMINER III	1104	B21	\$48,278 - \$78,953
FINANCIAL EXAMINER IV	1106	B23	\$55,184 - \$90,393
FINANCIAL EXAMINER V	1108	B25	\$63,104 - \$103,491
FINANCIAL EXAMINER VI	1110	B27	\$76,356 - \$129,137
FINANCIAL EXAMINER VII	1112	B29	\$92,390 - \$156,256

GENERAL DESCRIPTION

Performs entry-level financial examination work. Work involves conducting examinations to determine and report on financial condition and compliance with statutory requirements, bylaws, and rules. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts financial examinations with the assistance of others.

Analyzes issues and develops action plans to complete financial examinations or investigations.

Evaluates recorded assets, liabilities, surpluses, and capital for compliance with statutes, rules, and regulations.

Identifies areas of progress, improvement, or concern; makes recommendations; and assists in resolving problems.

Prepares worksheets and tabulations of financial data from records and representations of management.

Prepares correspondence to verify company accounts and reconciles replies to company records.

Prepares comments for examination reports.

Tests investments against standard references and calculates investment income.

Verifies the accuracy of records, work papers, and related financial statements; determines proper documentation and adequate procedures; and detects and records variances.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Familiarity with financial examinations, accounting, or auditing. 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.

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 conduct investigations; to prepare concise reports and correspondence; to apply relevant rules, regulations, and statutes; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as an Accredited Financial Examiner (AFE), Certified Financial Examiner (CFE), Certified Insurance Examiner (CIE), or Certified Public Accountant (CPA).

May be required to comply with the bond-related provisions of Texas Insurance Code, Section 401.106, and take the oath required by Texas Insurance Code, Section 401.105.