

FINANCIAL INSTITUTION EXAMINER, TRAINEE**Nature of Work**

In a training capacity, acquires the work specific knowledge, skills and abilities to perform entry level professional regulatory work in the examination of depository and/or non-depository financial institutions under the jurisdiction of the Division of Financial Institutions. Through formal classroom training and on-the-job training, job assignments are designed to develop familiarity with financial institution examination techniques and an understanding of financial institution operations, knowledge of laws and regulations governing financial institutions and the ability to prepare reports and routine analysis of institutions examined, the ability to analyze accounting data and reports and the ability to communicate effectively with institution management. The work requires extensive overnight travel and may require extensive out-of-state travel. Performs related work as required.

Distinguishing Characteristics

This is entry level professional examination work in the Division of Financial Institutions. Employees assigned to this class are expected to acquire the work specific knowledge, skills and abilities to function either as a Financial Institution Examiner Assistant or a Non-Depository Financial Institution Examiner. As technical proficiency is acquired, incumbent may be assigned more complex examination areas with diminished oversight and direction. Work is performed under the guidance of an Examiner Assistant, Examiner, Supervisory Examiner, Senior Examiner, or Chief Examiner.

Examples of Work

- Participates in formal classroom and on-the-job training to develop familiarity with state and federal rules, regulations, and laws, financial institution accounting methods, bookkeeping operations and financial institution examination procedures.
- May assist in the verification of cash and other debits and credits; in reconciling subsidiary ledgers to general ledgers and evaluation of policies and internal controls.
- May assist in analyzing financial statements to determine financial solvency and to generate operating ratios such as earnings, liquidity, capital adequacy, asset quality and asset/liability management.
- May assist in the preparation of schedules and narrative analysis covering assigned portions of the examination.
- May assist in the review and compilation of official reports of financial condition to determine compliance with reporting requirements.
- May assist in determination of compliance with federal and state consumer laws and regulations, such as the Truth-in-Lending Act, Equal Credit Opportunity Act, RESPA, HMDA, and the West Virginia Consumer Credit and Protection Act.
- May assist in the verification of accurate disclosure of annual percentage rates, itemization of finance charges, permissible charges and fees, and proper loan documentation.
- May assist in the review of financial statements to determine compliance with licensing and regulatory reporting requirements.

Knowledge, Skills and Abilities

- Knowledge of accounting and auditing principles.
- Ability to perform basic arithmetic computations.
- Ability to use a calculator, adding machine and learn required computer skills.
- Ability to learn and apply state and federal banking laws.
- Ability to learn to analyze financial statements and identify deviations and trends.

FINANCIAL INSTITUTION EXAMINER, TRAINEE (cont'd)**Knowledge, Skills and Abilities (cont'd)**

Ability to interpret compliance with various state and federal financial reporting requirements.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective relationships with associates, financial institution employees and institution management officials.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four-year college or university with a major in business administration, accounting, finance or related fields, which included successful completion of six (6) semester hours in accounting **OR** Bachelor's degree from a regionally accredited four-year college or university with a major in information systems, information security, business administration or related fields that includes successful completion of six (6) semester hours in information systems.

Substitution: Experience as a state or federal financial institution examiner, professional accountant or information security professional and six (6) semester hours in accounting or six (6) semester hours in information systems from a regionally accredited four-year college or university **OR** experience in a financial institution in a lending/loan review capacity, auditing or operations management capacity, supplemented by successful completion of six (6) semester hours in accounting from an accredited four-year college or university, may substitute for the required training on a year-for-year basis.

Special Requirements: (1) Appointment to a position in this classification constitutes a twelve (12) month probationary period. (2) Must be bondable. (3) Must have a valid Driver's License and availability of a vehicle for continuous use on the job.

Established: 12/17/92

Revised: 05/24/93; 04/25/94; 04/24/00; 05/05/17

Effective: 04/24/00; 05/05/17