

FINANCIAL INSTITUTION EXAMINER, ASSISTANT

Nature of Work: Under the direction of an Examiner or Senior Examiner, performs professional regulatory work assisting in the examination of financial institutions under the jurisdiction of the Division of Banking. An employee in this class assists in the examination of the assets, liabilities, earnings, internal controls, policies and procedures of the institutions to determine financial solvency and compliance with state and federal laws. The incumbent assists in the full-range of examination duties or may be placed in charge of examinations of small or less complex financial institutions for experience and training purposes. Examiners at this level are required to further develop analytical and communication skills necessary to evaluate institutional deficiencies and their significance to the overall operations of the institution. Incumbents may be required to develop expertise in examinations relating to electronic data processing facilities, trust or consumer laws. The incumbent may serve as a review examiner or assist as a staff analyst in the review of bank structure applications. The work may require extensive overnight travel and may require out-of-state travel. Performs related work as required.

Distinguishing Characteristics: This level in the class series is achieved following successful completion of the training period at the Trainee level. Employees in this class will have achieved a desired level of proficiency in financial institution examination techniques and will be required to perform more difficult assignments consistent with the classification and the training acquired. Typically, the assist role intended for this class results from the responsibility for conducting portions of an overall examination of a large financial institution. Employees assigned to this class may also be placed in charge of examinations of non-complex financial institutions and may be responsible for the preparation of the final examination report for experience and training purposes.

Examples of Work

- Assists in performing credit analysis of the loan department.
- Assists in evaluating the overall financial soundness of a financial institution and in the preparation of the examination report.
- Assists Examiners and/or Senior Examiners in preparation of electronic data processing and trust department facilities examination reports and may conduct such examinations of a non-complex nature.
- Assists in review and examination of bank holding companies. Verifies cash and other debits and credits and reconciles subsidiary ledgers to general ledgers.

FINANCIAL INSTITUTION EXAMINER, ASSISTANT (CONT'D)**Examples of Work (cont'd)**

Analyzes financial statements to determine financial solvency and to generate operating ratios for asset quality, liquidity, earnings, capital adequacy, asset/liability management and detection of deviations and trends.

Assists examiners or senior examiners in preparation of consumer compliance examination reports and may conduct such examinations of a non-complex nature.

Reconciles stockholder's ledger and reviews stock certificate transactions.

Determines if institution is maintaining acceptable levels of internal audit functions.

Examines income and expense items for validity, proper approval and actual expenditure.

Evaluates financial institution's internal control procedures; makes recommendations for improvements.

Assists in the review of examination reports under the supervision of a more senior examiner.

Assists in the training of Financial Institution Examiner, Trainees.

Knowledge, Skills and Abilities

Proficiency in all phases of examination responsibilities at the trainee level.

Knowledge of accounting and auditing principles.

Knowledge of applicable state and federal laws pertaining to financial institutions.

Knowledge of internal operations of financial institutions.

Skill in basic arithmetic computations.

Skill in the use of a calculator, adding machine and computers as required.

Ability to perform non-complex financial examinations.

Ability to analyze financial statements and identify deviations and trends.

Ability to apply state and federal laws to the operations of financial institutions and to judge compliance with said laws.

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

Ability to interpret and apply technical guidelines for electronic data processing facilities and bank trust departments of a non-complex nature.

Ability to direct the work of others and to assist in training of Financial Institution Examiner, Trainees.

Ability to communicate effectively orally and in writing.

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

FINANCIAL INSTITUTION EXAMINER, ASSISTANT (CONT'D)**Minimum Training and Experience Requirements**

Training: Graduation from an accredited four-year college or university with a major in business administration, accounting, finance or related fields which included successful completion of nine (9) semester hours in accounting.

Substitution: Experience as a state or federal financial institution examiner, professional accountant OR experience in a financial institution in a lending/loan review capacity, auditing or operations management capacity, supplemented by successful completion of nine (9) semester hours in accounting from an accredited four-year college or university, may substitute for the required training on a year-for-year basis.

Experience: One year of experience examining financial institutions or, in a financial institution in a lending/loan review capacity, auditing or operations management capacity, or as a professional accountant.

Special Requirement: (1) Must be bondable. (2) Must have availability of a vehicle for continuous use on the job.

Established: 12/17/92
Revised: 5/24/93
Effective: 5/24/93