

**FINANCIAL INSTITUTION EXAMINER****Nature of Work**

This is full-performance level professional\examining work in the regulation of financial institutions under the jurisdiction of the Division of Banking. Employees in this classification will be assigned to either the Depository Institution or Non-depository Institution Unit of Regulatory Operations of the Division of Banking. An employee in this class performs examinations of the assets, liabilities, earnings, financial condition, internal controls, policies and procedures of the institutions to determine financial solvency and compliance with state and federal laws. The incumbent performs the full range of examination duties, which may include credit analysis, and may be placed in charge of examinations of financial institutions. Incumbent may be required to develop expertise in examinations relating to electronic data processing facilities, trust or consumer compliance. The incumbent may also serve as a review examiner, staff analyst of bank structure applications or in a related regulatory assignment as required. The work requires extensive overnight intra-state and/or inter-state travel. Performs related work as required.

**Distinguishing Characteristics**

Assignments made to this class typically include the responsibility for examination of the institution's assets, liabilities, earnings, financial statements, loan records and documentation, internal controls, and policies and procedures. Incumbents in this class are frequently assigned examiner-in-charge responsibilities and may be responsible for preparation of the final examination report. The examiner-in-charge status for these positions does not carry supervisory authority; rather, requires oversight of work performed by work team members irrespective of job classification held. Incumbents in the Depository Unit may be assigned examiner-in-charge responsibilities for complex financial institutions for experience and training purposes, whereas incumbents in the Non-Depository Unit may be assigned examiner-in-charge responsibilities for all institutions on a regular basis.

**Examples of Work**

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

**FINANCIAL INSTITUTION EXAMINER (CONT'D)****Examples of Work (Cont'd)**

- May perform credit analysis of the loan department.
- Determines if institution is maintaining acceptable levels of internal audit functions.
- Evaluates internal control procedures; makes recommendations for improvements.
- Determines whether regulated entity is operating in compliance with state and federal laws, rules, and regulations including but not limited to the Truth in Lending Act, Equal Credit Opportunity Act, RESPA, HMDA, Fair Credit Reporting Act, West Virginia Consumer Credit and Protection Act, and financial recordkeeping requirements.
- Determines if licensee is meeting the requirements of any enforcement action.
- Determines if licensee has corrected previously cited apparent violations of laws and implemented procedures to prevent recurrence.
- Reviews financial reports of regulated entity; verifies that institution meets net worth requirements.
- Determines that institution has received proper authorization to conduct certain activities.
- May assist senior examiners in preparation of electronic data processing and trust department facilities examination report; may prepare final report.
- Trains entry level and Assistant Examiners in all phases of financial institution examination; may oversee the work of examiners on institution assignments or in one area of a large institution.
- Completes pre-examination review to determine areas of emphasis for on-site examination.
- Assigns duties and responsibilities of examination team members.
- Reports examination findings to management and, if necessary, conduct meetings with institution board members.
- Prepares examination report for submission to institution.
- May analyze bank structure applications for branches, mergers or acquisitions and make recommendations for approval/denial.
- May determine that disclosures provided to consumers are appropriate and accurate.
- May determine that charges, points, and fees charged to consumers and those that are rebated to the consumer are in conformance with laws and regulations.

**FINANCIAL INSTITUTION EXAMINER (CONT'D)****Knowledge, Skills and Abilities**

- Proficiency in all phases of examination responsibilities required at the trainee and/or assistant level.
- Knowledge of applicable state and federal laws pertaining to operation of financial institutions.
- Knowledge of internal operations of financial institutions.
- Skill in arithmetic computations.
- Skill in the use of a calculator, adding machine and computers as required.
- Ability to analyze financial statements and identify trends and deviations.
- 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 examination of electronic data processing facilities and trust departments as required.
- Ability to direct the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with associates, financial institution employees and management officials.

**Minimum Qualifications**

**Training:** A Bachelor's degree 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:** Full-time or equivalent part-time paid experience as a state or federal financial institution examiner, professional accountant **OR** full-time or equivalent part-time paid experience in a financial institution in a lending/loan review capacity, auditing capacity, 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.

**FINANCIAL INSTITUTION EXAMINER (CONT'D)**

**Minimum Qualifications (Cont'd)**

**Experience:** Experience requirements vary according to area of assignment.

**Assignment in the Depository Institution Unit:**

Three years of full-time or equivalent part-time paid experience examining depository financial institutions.

**Assignment in the Non-Depository Institution Unit:**

One year of full-time or equivalent part-time paid experience examining financial institutions **OR** three years of full-time or equivalent part-time paid experience in a financial institution in a lending/loan review/compliance capacity, either of which included consumer compliance responsibilities.

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

Established: 12/17/92  
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