

**INSURANCE COMPANY EXAMINER SUPERVISOR****Nature of Work**

Under limited supervision, performs financial and managerial work ensuring the financial solvency and stability of domestic insurance companies. These positions plan and direct the work of contract vendors and/or internal staff in the financial examination of insurance companies admitted to do business in West Virginia and may perform specialized examinations of insurance companies. Plans and directs the investigation and examination of insurance companies' financial condition and methods of doing business for compliance with state laws, rules and regulations, as well as the National Association of Insurance Commissioners (NAIC) Financial Condition Examiners Handbook. Work is performed independently within the guidelines of established policies and procedures. Travel is required. Performs related work as required.

**Examples of Work**

Ensures that examinations of insurance companies are properly planned, that appropriate staff are assigned to perform the examinations, and schedules the timing of statutory triennial financial examinations with company management.

Reviews and approves all planning documentation, time budgets and audit programs.

Reviews and evaluates the work papers, financial statements, and examination reports as appropriate.

Assigns and supervises the work of subordinate insurance company examiners and examiners in charge.

Prepares performance evaluations with respect to examiners in charge and insurance company examiners.

Ensures that unnecessary examination work is not performed, and that the examination approach is, and remains, effective throughout the course of the examination.

Assists in the formulation of rules, procedures, policies, and practices with respect to the examination of insurance companies.

Makes recommendations to the Commissioner, Deputy Commissioner and Chief Examiner.

Performs examinations of a specialized nature involving controversial or difficult problems.

Testifies at hearings or other administrative proceedings concerning examination findings; assists in court-ordered receivership proceedings.

Performs other duties as the Commissioner, Deputy Commissioner, or Chief Examiner may require from time to time.

**Knowledge, Skills and Abilities**

Knowledge of supervisory principles/techniques and insurance company examiner training and development.

Knowledge of Generally Accepted Accounting Principles (GAAP) and Statutory Accounting Principles (SAP) as applied to insurance company financial reporting.

Knowledge of manual and computerized accounting systems.

Knowledge of the scope and purpose of state laws, regulations and policies governing insurance companies.

Knowledge of general insurance principles and theory.

Knowledge of professional audit and examination standards and techniques utilized in the auditing and examination of insurance companies.

Ability to analyze accounts, records, and documents for irregularities and noncompliance and to prepare satisfactory examination reports.

Ability to plan, assign and supervise the work of others.

**INSURANCE COMPANY EXAMINER SUPERVISOR (cont'd)****Knowledge, Skills and Abilities (cont'd)**

Ability to direct examinations with firmness and to establish effective working relationships with associates, insurance company officials, actuaries, certified public accountants and the general public.

Ability to testify as an expert witness.

Ability to communicate effectively, both orally and in writing.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university with a major in accounting or finance, insurance, statistics, business administration, or economics with a minimum of fifteen (15) hours in accounting.

**Experience:** Five (5) years of full-time or equivalent part-time paid professional experience in accounting, auditing, economics, finance or statistics, two (2) years of which must have been in a supervisory capacity.

**Substitution:** Designation as a Certified Public Accountant (CPA) or Certified Financial Examiner by the Society of Financial Examiners may substitute for three (3) years of the non-supervisory experience.

Master's degree from a regionally accredited college or university with a degree in accounting or business administration may substitute for the required non-supervisory experience at a rate of one (1) year for every fifteen (15) hours.

Established: 05/21/1998

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