

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Financial Services Examiner Senior

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### Definition

Acts as examiner-in-charge by overseeing other examiners and participating in the audits/examinations of large, complex, or problem state-chartered financial institutions for compliance with state laws and regulations, financial condition, and management soundness; provides consultation to examiners in a specialty area; serves as specialty case officer; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing workload, and checking work; may make suggestions on selection, promotions, performance, and reassignments.

Leads or conducts independent and joint examinations including large, complex, or problem financial institutions by applying auditing and accounting principles and techniques to examine loans; evaluate investments; reconcile general ledger accounts, analyze earnings, expenses, dividends, and reserves; and assess financial institution management.

Plans, organizes, and manages examination activities; supervises assigned staff; directs examination/inspection of all phases of financial institution performance and activities which may involve very complex issues and extensive investigations to reach conclusions. Acts as specialist in areas including capital markets, special actions, lending, compliance, or other comparable specialty; develops procedures; oversees and assists other examiners in specialty area; researches information; develops and updates examination tools.

Examines financial institutions records to determine compliance with code, financial regulations, and other requirements..

Tracks and analyzes financial and operational trends; prepares quarterly trend reports.

Performs research and prepares reports and other information concerning a variety of subjects impacting financial institutions including economic conditions and activity, risk resolution, the financial services business, regulations, etc.

Reviews and updates examination tools including audit guides.

Examines financial institutions financial records to determine compliance with proper bookkeeping procedures and determine financial solvency of financial institutions.

Assembles and prepares examination reports by compiling and reviewing data and developing conclusions and recommendations on financial institutions solvency and compliance with applicable laws and regulations.

Discusses examination findings with management and boards of directors to suggest operational improvements and corrective measures.

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Conducts financial analysis of Iowa state-chartered financial institutions with the purpose of identifying increasing and/or high levels of risk. Assists in developing action plans for correction of deficiencies.

Responsible for application review and making recommendations to the Financial Institution Examiner Supervisor for disposition of applications.

Manages special projects and serves in specialized roles as requested.

## Competencies Required

### Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, financial markets, banking, and analyzing and reporting financial data.
- Accounting and Auditing – Professional accounting and auditing theory, methods, standards, and procedures.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- English Language – Structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar.

### Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand you.
- Speech Recognition - Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision – See details at close range (within a few feet of observer).
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving problems, only recognizing problems.

### Skills:

- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening – Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Active Learning – Understanding implications of new information for both current and future problem solving and decision-making.
- Coordination – Adjusting actions in relation to others’ actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

### **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, banking, business, real estate, administration, economics, finance, information technology, computer science, cybersecurity, or a related field, and experience equal to five years of full-time work in accounting, auditing, banking, budgeting, assessment or computation of taxes, examining financial institutions, financial regulatory compliance, or closely-related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.).
- 2) A total of nine years of education (as described in number one) and/or full-time experience, where one year of full-time experience in accounting, auditing, banking, budgeting, assessment or computation of taxes, examining financial institutions, financial regulatory compliance, or closely-related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.) equals thirty semester hours of education.
- 3) All of the following (a, b, and c):
  - a. Three years of full-time work experience accounting, auditing, banking, budgeting, assessment or computation of taxes, examining financial institutions, financial regulatory compliance, or closely-related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.); and
  - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience; and
  - c. A total of two years of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in accounting, banking, business administration, or finance equals one year of full-time experience.
- 4) Graduation from an accredited law school, and experience equal to two years of full-time work in accounting, auditing, banking, budgeting, assessment or computation of taxes, examining financial institutions, financial regulatory compliance, or closely-related financial functions (e.g., treasurer, comptroller, accountant, auditor, budget analyst, etc.).

**Notes**

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

*Effective date: 07/24 KC*