

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

Credit Union Examiner Senior

Definition

Acts as examiner-in-charge by overseeing other examiners and participating in the examinations of large, complex, or problem state-chartered credit unions for compliance with state laws and regulations, financial condition, and management soundness; provides consultation to examiners in specialty area; 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 examinations including large, complex, or problem credit unions by applying auditing and accounting principles and techniques to examine loans; evaluate investments; reconcile general ledger accounts, analyze earnings, expenses, dividends, and reserves; and verify outstanding member accounts.

Acts as specialist in areas including capital markets, special actions, lending, or compliance; develops procedures; oversees and assists other examiners in specialty area; researches information; develops and updates examination tools.

Examines credit union reports by reviewing records maintained by the secretary, various committees, and credit union staff to determine compliance with code and credit union bylaws.

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

Reviews and updates examination tools including audit guides.

Examines credit union financial reports and reviews individual accounts to determine compliance with proper bookkeeping procedures and determine financial solvency of credit unions.

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

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

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:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- 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.
- 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 any field with at least 12 semester hours course work in accounting, business administration, finance, or economics and experience equal to three years of full-time work examining credit union records and financial statements for compliance with applicable credit union laws and regulations, two of which must have included journey-level work with a responsibility for assigning and reviewing audit work of entry-level examiners.

- 2) All of the following (a and b):
 - a. Three years of full-time work experience examining credit union records and financial statements for compliance with applicable credit union laws and regulations, two of which must have included journey-level work with a responsibility for assigning and reviewing audit work of entry-level examiners; and
 - b. A total of four years of education and/or full-time experience, where one year of full-time experience preparing and maintaining or auditing financial and business records or as a loan officer for a bank, trust company, loan institution, credit union, governmental regulatory agency, or accounting firm equals thirty semester hours of education.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Credit Union Examiner.

Notes

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

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Division of Credit Unions.

Effective date: 10/17 SA