

CIVIL SERVICE TITLE

Financial Examiner

AGENCY WORKING TITLE

Assisting Examiner

Revised: 10/03

POSITION SUMMARY

This is an entry progressing to developmental level professional financial examiner position. Individuals in this position will be assigned to assist in the conducting of bank examinations. The purpose of the examinations is to determine the safety and soundness of the banks chartered by the agency. This is accomplished through evaluation of a bank's financial condition, profitability, quality of assets, management, operations, and compliance with laws and regulations. Examination functions are performed both in the agency's central office and at the bank. Computer skills, to include word processing and spreadsheet functions, are an essential component of the examination process. During the examination, the individual will perform the assignments under the direct guidance and review of a higher-grade examiner. As lead examiner for report preparation or examiner-in-charge, an individual will need to have the ability to plan, assign, and review the work of other examiners. Individuals in this position will report to an Assistant Director for administrative supervisory review. Close supervision, direction, and review will be given to the work of this position in the early stages, and as proficiency and experience warrant, it will be diminished accordingly.

Not all of the examination functions detailed in this position description are assigned to an individual in the early stages of being a financial examiner. Those designated with a "1" following the letter are assigned in the early stages of an individual's development, while those with a "2" following the letter are assigned after appropriate proficiency is demonstrated with initial examination functions.

<u>Time</u>	<u>Goal</u>	<u>Description</u>
45%	A	Assist the examiner-in-charge in the evaluation of management and operations.
		A1.1 Ascertain the compliance with governing laws, regulations and rules.
		A1.2 Review and determine the accuracy of reports submitted to regulatory agencies using applicable trial balance and general ledger reports.
		A1.3 Review Uniform Bank Performance Reports on the bank for use in analyzing the bank's financial condition and profitability based on historical trends and comparative data.

- A1.4 Review the funds and asset/liability management practices, including liquidity, noncore funding dependence, and sensitivity to market risk, to evaluate their safety and soundness. Functions will include review of the bank's internal policies to ascertain adequacy of and compliance with the provisions.
- A1.5 Evaluate earnings by analyzing trends in income and expense accounts, comparison to the bank's annual budget, and comparison with banks of similar size and markets. Review activity in income and expense accounts to determine conformance with proper accounting procedures.
- A1.6 Review and determine adequacy of insurance coverages, to include fidelity, property, and various liability coverages.
- A1.7 Evaluate the adequacy of internal routines and controls.
- A2.8 Review and obtain pertinent information from the minutes of the board of directors and various bank committees.
- A2.9 As trained, prepare reports on the specialized examination areas of electronic data processing, trust, and/or holding companies and affiliate relationships regarding their operations and policies.
- A2.10 Participate in other phases and functions of the examination as assigned by the examiner-in-charge.

20% B Assist examiner-in-charge in the verification, review, and classification of assets and liabilities.

- B1.1 Review securities and other investments. Functions will include reviewing of transactions since the previous examination to confirm proper accounting procedures; reviewing the applicable bank policies to ascertain adequacy of and compliance with the provisions; determining the quality and value of the investments; and reconciling safekeeping confirmations to bank records.
- B1.2 Review activity in correspondent bank accounts for appropriateness and collectibility.
- B1.3 Review and determine value of cash items, overdrafts, prepaid expenses and other miscellaneous assets.

- B1.4 Verify and reconcile direct and contingent liabilities, to include, deposits, borrowings, and miscellaneous liabilities and off-balance sheet items.
- B1.5 Review activity in fixed assets accounts to determine conformance with proper accounting procedures, to include review of invoices.
- B1.6 Verify assets held as collateral, in trust, and for safekeeping.
- B2.7 Review loans of limited complexity by performing various analytical and evaluational functions. Loans are reviewed for compliance with governing laws and regulations, compliance with the bank's policies, and overall credit quality. Functions performed include the review of credit files for appropriate legal and financial documentation, analysis of financial strength and debt service ability, and collateral valuation. Review is documented on a linesheet.
- B2.8 Reviews other real estate owned by the bank for appropriate legal and supporting documentation, compliance with governing laws and regulations, marketability, and appropriateness of carrying value. Review is documented on a linesheet.

15% C Assist the examiner-in-charge in the preparation of the examination report.

- C1.1 Report any irregularities, unusual transactions, and noted deficiencies to the examiner-in-charge.
- C1.2 Prepare written comments, schedules, charts, and other exhibits for inclusion in the report of examination to convey the findings of the examination to management, directors, and regulatory personnel.
- C1.3 Prepare appropriate workpapers to support the examination report findings, including completion of assigned examination documentation modules.
- C2.4 Meet with management to discuss any possible violations, inconsistencies with policies, incomplete file documentation or meeting minutes, and questionable value or quality of loans and other real estate.
- C2.5 Review completed reports of examination for accuracy, adequacy, validity of comments and conclusions, clarity of presentation, and conformance with established methods and procedures.

- 10% D Conduct routine bank examinations to determine the safety and soundness of the bank, evaluate its management, and determine its compliance with governing laws and regulations.
- D2.1 For developmental purposes, may be assigned to conduct examinations of banks, branches, or trust departments (as trained) of limited difficulty under the guidance of an examiner of higher grade.
- D2.2 Prepare and submit confidential reports of examination.
- D2.3 In closing examinations, meet with bank officials and, if necessary, the board of directors to discuss the findings of the examination.
- 10% E Plan, assign, and review the work of assisting examiners and support the Assistant Director in the training of the agency's staff.
- E.2.1 Develop project plans to identify the areas of risk that need to be addressed in the examination, confirm appropriateness of scheduled hours, and plan examiner assignments.
- E2.2 Coordinate and review the work of one or more assisting examiners, having a knowledge of the responsibilities and abilities required at the lower grade level.
- E2.3 Provide on the job training for assisting examiners of equal or lower grade. Provides feedback on the results to the examiners.
- E2.4 Provides the Assistant Director with feedback on the duties assigned and performance of examiners in training.

KNOWLEDGES AND SKILLS REQUIRED

Initially

- Knowledge of the financial services (banking) industry.
- Knowledge of contemporary business structures.
- Knowledge of general business and financial management practices.
- Knowledge of lending and investment principles.
- Skill in analyzing complex financial records and business record keeping systems.
- Skill in utilizing computer software packages.
- Well-developed skills in speaking and writing.
- Ability to comprehend and apply complex policies, rules and laws.

For the additional functions of the position

- Knowledge of Banking law and regulations as detailed in the Wisconsin Statutes, Wisconsin Administrative Code, and Banking Letters
- Knowledge of Generally Accepted Accounting Principles and bank accounting per the Call Report instruction manual.
- Knowledge of financial examination policies, procedures, and techniques.
- Knowledge of changes and developments in the financial industry.
- Knowledge of computer hardware and software utilized in in-house and in field operations.
- Ability to communicate orally and in writing in a clear and concise manner.