

## NOTICE OF JOB OPENING

<b>Position</b> Examiner (Finance Bureau)	<b>Opening Date</b> No openings at this time
<b>Beginning Salary</b>	<b>Closing Date</b>
<b>Agency</b> Iowa Division of Banking	<b>Work Location</b> Statewide Area of concentration to be determined

### **Position Summary**

A Finance Bureau Examiner conducts and directs compliance examinations of state licensed financial institutions. Primarily, the Finance Bureau Examiner will be the sole representative of the Iowa Division of Banking at the licensed location of loan companies, delayed deposit services companies, debt management companies, mortgage bankers, and mortgage brokers. When working with other examiners, the Finance Bureau Examiner will supervise the processes of other examiners or, when not supervising the examination, assist in the examination of an institution as assigned by the lead examiner. Work assignments are performed under the direction and review of the Finance Bureau Chief, or his/her designee; however, the Iowa Division of Banking expects the Finance Bureau Examiner to resolve daily operating and administrative problems with limited supervision. Work products submitted will be technically correct and require no significant changes.

### **Duties and Responsibilities – The Finance Bureau Examiner**

- Conduct compliance examinations of nonbank financial institutions licensed by the Iowa Division of Banking, including loan companies, delayed deposit services companies, debt management companies, money services organizations, mortgage bankers, and mortgage brokers.
- Review licensee records to determine their compliance with applicable statutes, including fee restrictions, disclosure requirements, and other statutory limitations or regulatory requirements.
- Ascertain compliance weaknesses and recommend corrections of deficiencies in institution operations, management, policies, or other areas subject to criticism.
- Summarize regulatory findings to the licensee’s management at the completion of the examination.
- Prepare and submit reports of examination that render a complete, concise, and factual presentation of the financial institution’s compliance with applicable regulations.
- Compile information on examinations and input information into the Finance Bureau database.
- Assist in the scheduling of companies for which the Iowa Division of Banking has a statutory requirement to examine. After determining what examinations must be completed, the Finance Bureau Examiner will base the examination schedule on logistical considerations: where will the examinations take place and how long the planned examination will take to complete.
- Conduct examination planning: review prior examinations for content and special information provided about conducting the specific examination.
- Plan for travel needs: provide own vehicle for use or arrange for a state-owned vehicle for travel.

## NOTICE OF JOB OPENING

- Participate in on-the-job training and instruction that is more formal.
- Maintain knowledge by keeping abreast of developments in both legislation and the Iowa Division of Banking licensee industries.
- May participate in and conduct the examination of state-chartered banks for compliance with laws, rules, and regulations.
- Serve as assigned to perform license renewal and complaint processing.
- Participate in the periodic review of examination procedures.
- Conduct special investigations or examinations to evaluate examination responses from licensees or for special investigation of complaints.
- Perform other assignments as the needs of the Division of Banking dictate.

### **Knowledge, Skills, and Abilities – The Finance Bureau Examiner will have or develop**

- Knowledge of the vision, mission, goals, objectives, policies, and procedures of the Iowa Division of Banking.
- Knowledge of Finance Bureau examination and reporting procedures and standards.
- Knowledge of consumer credit laws and regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and interpret financial data and calculations in disclosures and transaction histories with laws, rules, and regulations.
- Ability to deal effectively with personnel, officials of financial institutions examined, regulatory authorities, and the public.
- Ability to organize work to produce numerous high quality work products quickly.
- Demonstrate proficiency in the use of word processing/spreadsheet software and web-based computer applications.
- Ability to respect and maintain the confidentiality required by the position.
- Ability to establish and maintain positive effective working relationships.

### **Education and Experience**

- A degree from an accredited two-year or four-year college or university with a major field of study in accounting, banking, business administration, commercial or banking law, economics, finance, business education or another business related field or, at least one year of experience in consumer lending, auditing, accounting, banking, examining financial institutions, or in an occupation which provides knowledge of consumer credit regulation.
- Position requires valid state of Iowa driver's license.

### **Other Instructions**

Please send application letter, resume, official transcript, and completed State of Iowa application to Iowa Division of Banking, Attention: Personnel Department, 200 East Grand Avenue, Suite 300, Des Moines, IA 50309-1827. *Or* e-mail resume to [HRDEPT@idob.state.ia.us](mailto:HRDEPT@idob.state.ia.us). The State of Iowa application can be found on our web site: [www.idob.state.ia.us](http://www.idob.state.ia.us) under About IDOB, Employment Opportunities.