



State of North Dakota
**DEPARTMENT
OF FINANCIAL
INSTITUTIONS**

North Dakota

Department of Financial Institutions

Starting Salary Examiner I \$4,021

Starting Salary Examiner II \$4,930

Starting Salary Examiner III \$5,515

Spring graduates are encourage to apply

Minimum Qualifications

- *Requires a bachelor degree with a major in accounting, finance, economics, business administration or other related field. Coursework must have included Elements of Accounting I and II and one additional accounting course from the following: Intermediate, Managerial, Cost, Income Tax, or Auditing.*
- *Preference will be given to applicants who have accounting-related experience.*
- *Ability to express ideas and findings clearly and concisely, both orally and in writing; ability to read, interpret, and explain applicable State and Federal laws and regulations; ability to accurately complete required paperwork.*
- *Ability to establish and maintain effective working relationships with team members and others including the general public; excellent prioritization, organizational, and time management skills, must be self-directed and highly motivated; ability to function with minimal supervision on occasion; leadership skills; possess logical decision-making and analytical abilities; analyze financial data.*
- *High ethical standards and the ability to maintain a high degree of confidentiality.*
- *Ability to be flexible in daily schedule, ability to work under stress and maintain focus during changing work schedules and shifts in priority.*
- *Requires use of phone, calculator, copier, reference sources, research documentation, and personal computer with Microsoft word, excel, financial, statistical, and technical software.*
- *Requires successful completion of the interview process; reference checks including credit background check and an acceptable criminal history background, which requires fingerprinting; and verifiable record of satisfactory performance in previous employment.*
- *May on occasion be able to lift a minimum of 30 pounds.*

The Department's policy is to hire someone at the Financial Institutions Examiner III level. If we are unable to obtain a candidate who possesses the qualifications, we will consider hiring someone at the Examiner II or I level. Starting salary commensurate with qualifications.

Examiner III (0403) - 3 years examining experience (2 of which must be as examiner-in-charge).

Examiner II (0402) - 2 years examining experience (1 of which must be as examiner-in charge).

Examiner I (0401) - no prior examining experience.

Application Procedures

An application consists of resume, four professional references, and a college/university transcript of academic record. Applications should include a cover letter which directly addresses how the applicant meets the

minimum qualifications and summary of work. Applicants must be legally authorized to work in the United States. Sponsorships will not be provided. Applicants for this position may be considered for future vacancies within the Department for up to six months from the closing date specified.

Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include a current statement of disabled status from the Veteran's Affairs Office.

Any question regarding this posting please contact:

Joan Becker, Director of Administration
Dept. of Financial Institutions
2000 Schafer Street, Suite G
Bismarck, ND 58501-1204
Telephone: (701) 328-9958

jmbecker@nd.gov

ND Relay Number 1-800-366-6888

Summary of Work

Responsible for assisting in the examination of state credit unions, trust companies and other designated financial institutions. Responsible for decisions relative to the financial condition of an institution under examination and its compliance with appropriate State and Federal statutes and regulations. Conduct meetings with management and the board of directors articulating examination findings and recommendations. Responsible for assisting in the preparation and completion of the Report of Examination. Receives training in and follows established examining methods and techniques. May involve acting as examiner-in-charges at the Examiner II and III levels. Overnight travel required approximately 60% of workweeks.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

Please apply online at:

<http://www.nd.gov/hrms/jobs/announcements.asp>