

## Job Description

<b>Job Title</b>	Securities Financial Examiner	
<b>Job ID</b>	1420	
<b>Date Opened</b>	10/18/2017	
<b>Date Closed</b>	11/16/2017	
<b>Location</b>	810 First St. NE	
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b> Career Service - Reg Appt
<b>Regular/Temporary</b>	Regular	
<b>Agency</b>	SR	Insurance, Securities and Bank
<b>Area of Consideration</b>	Open to Public	
<b>Grade</b>	12	
<b>Bargaining Unit</b>	1_2	Compensation Unit 1 & 2
<b>Minimum Range</b>	\$76,082.000000	<b>Maximum Range</b> \$97,340.000000
<b>Target Openings</b>	1	<b>Available Openings</b> 1

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### General Job Information

#### Introduction

**\*\*\*\*\*THIS POSITION HAS PROMOTION POTENTIAL TO THE GRADE 13\*\*\*\*\***

This position is located in the Department of Insurance, Securities and Banking, Securities Bureau, Examination Division. This Division is responsible for conducting and coordinating the examination program for broker-dealers and investment advisers who are registered (the Registrants") with the Bureau. The directive of the Division is to protect investors through advancing compliance with the Securities Act of 2000 and rules and regulations hereunder (the "Securities Act"), detecting abusive and damaging conduct and ensuring that DISB is informed of developments in the regulated community. The Division reviews financial statements and other information regarding the financial condition of the Registrants. The examination staff provides the information and oversight link between DISB and its Registrants.

#### Brief Description of Duties

The incumbent of this position serves as Securities Financial Examiner responsible for examination of broker-dealers and investment advisers. More specifically, incumbent:

- Conducts announced and unannounced inspections of offices and branch offices to determine compliance with the Securities laws and regulations and the applicable firm policies and procedures
- Reviews and analyzes firm accounting systems and internal accounting controls over financial transactions and the possession or control of securities to assess the adequacy thereof
- Reviews and analyzes the Registrant's case management system to determine that funds and securities are adequately and properly controlled.
- Prepares the accounting computation of the broker-dealer's net capital and reserve deposit requirement, computed in accordance with Generally Accepted Accounting Principles (GAAP)
- Reviews and analyzes the Registrant's accounting records to determine that all assets, liabilities, income and expenses are properly recorded on the firm's accounting records and financial statements in accordance with GAAP.
- Reconstructs accounting records in accordance with GAAP if necessitated due to inaccurate, incomplete, or fabricated records produced by Registrants.
- Reviews and analyzes consolidated and consolidating financial statements of the Registrant and its subsidiaries, the Registrant's parent company and its subsidiaries to determine the financial risk to and impact on the broker-dealer of the financial affairs of the affiliated entities.
- Reviews and analyzes consolidated cash flow of the Registrant and its subsidiaries and the Registrant's parent company and its subsidiaries to determine the source and application of funds of the consolidated group of companies, the adequacy thereof, and the impact of such funding on the Registrant.
- Prepares draft reports, including evaluative commentaries appropriate to the operations of the Registrant being examine. Anticipates enforcement needs and marshals substantial evidence to support preliminary findings of violations. Submits recommendations to the Division Manager on courses of action, which appear necessary. These may include referrals for an in-depth enforcement investigation to collect evidentiary data for possible administrative and/or civil proceedings.

#### Knowledge Required by the Position

This position requires a basic knowledge of accounting and basic knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards as they relate to the books and records of the Registrants and the financial operations of the various types of brokerage firms, investment advisers, and/or their agent and representatives.

Extensive Knowledge of the Securities Act of 2000, other laws and regulation related to the regulation of the securities industry; department and bureau policies and procedures.

Ability to understand investment/money management and securities industry in order to identify practices that may take advantage of or defraud the investor.

General knowledge of the enforcement process in order to develop an evidentiary record sufficient for supervisors to reach a judgment on the advisability of recommending enforcement action.

Strong written and oral communication skills.

**Education and Experience**

Bachelor's Degree and at least four (4) years of relevant work experience; or equivalent combination of education, training and/or experience.

**Licensure/Certification**

None

**FLSA Status:**

Exempt

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