STATE OF NORTH CAROLINA
invites applications for the position of:

Insurance Company Examiner

JOB CLASS TITLE: Insurance Company Examiner

POSITION NUMBER: 60013677

DEPARTMENT: Dept of Insurance

DIVISION/SECTION: Financial Evaluation

SALARY RANGE: $48,920.00 - $106,176.00 Annually

SALARY GRADE / SALARY GRADE EQUIVALENT: 78

COMPETENCY LEVEL: Journey

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 10/25/16

CLOSING DATE: 11/02/16 5:00 PM Eastern Time

DESCRIPTION OF WORK:

RECRUITMENT RANGE: $48,920 - $56,840 DEPENDING ON EXPERIENCE

This is a key position working in the Financial Examination Section of the Financial Evaluation Division. This employee will participate on the financial condition examinations of insurance companies that are domiciled in NC utilizing the latest automated systems to document risk assessments, develop an overall examination approach, execute the evaluation/testing of controls in information technology environments, and prepare written comments, recommendations, and conclusions regarding work performed. Work involves the examination of statutory financial statements to assess the financial condition, legality, and propriety of operations. The position will have the opportunity to interact with people at all levels within the insurance companies as well as within this Department. The work is guided by state laws and regulations, Departmental policies and procedures, and guidance provided by the National Association of Insurance Commissioners.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

Competencies/Knowledge, Skills and Abilities Required:

- Knowledge of financial statements and the ability to identify areas of concern, including the ability to research, understand, and apply technical information;
- Knowledge of generally accepted accounting principles, financial analysis procedures, and generally accepted auditing standards, as well as the ability to rapidly develop an understanding of statutory accounting, and developments related to those standards;
- Knowledge and ability to use information technology software, including sufficient skills to
use Department analysis systems and assist in the updates of those systems;

- Ability to apply knowledge independently;
- Ability to manage time effectively to ensure that projects are completed in a timely manner;
- Ability to apply knowledge toward developing recommendations and conclusions;
- Ability to document facts, findings, conclusions, and recommendations; and
- Ability to communicate effectively both verbally and in writing with the general public, Department management, and management of the regulated entities through written and verbal means;

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**REQUIREMENTS:** Bachelor's Degree from an accredited college or university, with appropriate courses in accounting as defined in 21 NCAC 8A.0309 (at least 24 hours of accounting) and other courses required to qualify as a candidate for the Uniform Certified Public Accountant Examination, based on examination requirements in effect at the time of graduation and two years experience in auditing insurance company operations or closely related accounting or auditing work, or an equivalent combination of education and experience.

If no candidates are found at the Journey level, then the Department will consider the hiring of a Contributing level/Trainee candidate. Below are the competencies/knowledge, skills and abilities as well as the requirements for the Contributing level.

**Competencies/Knowledge, Skills and Abilities Required of Contributing Level Candidates:**

- Demonstrate a general understanding of financial statements, financial ratios, and the impact of journal entries on financial statement components and demonstrate the ability to apply knowledge effectively with applicable information technology software and systems.
- Demonstrate a general understanding of generally accepted accounting principles (GAAP), reporting guidelines, and generally accepted auditing standards.
- Demonstrate a desire to obtain additional knowledge and to pursue additional training and/or professional designations. (i.e. Certified Public Accountant, Certified Financial Examiner, Accredited Financial Examiner, Certified Information Systems Auditor, etc.).
- Demonstrate a general understanding of insurance concepts, which include how insurance is used to manage risk and reduce uncertainty, conditions for insurability of risk exposures, and the key concepts underlying insurance contracts. Demonstrate a general understanding of business risks and operations.
- Demonstrate a general understanding of the various functions involved in processing financial transactions and preparing financial statements for insurance companies and other regulated entities. Demonstrate an understanding of information systems.
- Demonstrate a general understanding of financial regulatory functions for consumer protection including regulation of company admissions, capital standards, reserve requirements, investment restrictions, financial requirements, solvency monitoring, intervention, and guaranty funds. Demonstrate the ability to learn National Association of Insurance Commissioners ("NAIC") standards and guidelines and various provisions of Chapter 58 of the North Carolina General Statutes.
- Demonstrate a general understanding of financial statement risk, internal controls, and accuracy and completeness testing. Demonstrate the ability to examine/audit insurance operations, financial transactions, and information systems.
- Gather and document detailed explanations on various processes, transactions, internal controls, and identified areas of concerns related to the proper recording and reporting of account balances. Demonstrates the ability to determine compliance with applicable standards, principles, laws, and regulations; interprets, evaluates and summarizes results effectively. Demonstrate ability to complete work within prescribed timeframes.
- Apply professional standards to documentation of work and communicate concise and comprehensive information on matters of routine complexity within established guidelines; provide appropriate documentation to support conclusions. Recommend corrective action
when necessary based on acquired knowledge and observation of best practices while maintaining confidentiality.

- Demonstrate the ability to be proactive when seeking answers to questions, addressing concerns and obtaining feedback on work performed.
- Effectively communicate in a professional manner, orally and in writing, information suited to the characteristics and needs of the audience. Listen and respond appropriately to others and develop and maintain professional working relationships. Generally communicate with lower level staff of regulated entities. Make general recommendations for any formal written findings, or may be delegated final responsibility for portions of findings subject to extensive review.

**Requirements for Contributing Level:**
Bachelor's Degree from an accredited college or university, with appropriate courses in accounting as defined in 21 NCAC 8A.0309 (at least 24 hours of accounting) and other courses required to qualify as a candidate for the Uniform Certified Public Accountant Examination, based on examination requirements in effect at the time of graduation.

**Special Preferred Requirements for Contributing Level:**
- Recent relevant education
- Successful completion of some (or preferably all) parts of the CPA, CFE, or AFE exam
- Some public accounting experience, which can include work as a college intern
- Successful completion of college internships related to accounting coursework
- Masters of Accounting Degree
- Active involvement in accounting societies and accounting professional associations

**SUPPLEMENTAL AND CONTACT INFORMATION:**
Academic Degrees must be from appropriately accredited institutions and will be verified. If you are selected for a position at DOI, your academic credentials will be verified.

To receive credit for your work history and credentials, you must list the information on the State Application. Any information omitted from your application cannot be considered for qualifying credit.

The Department of Insurance will conduct criminal history checks of all job applicants recommended for employment. Failure to accurately acknowledge information on criminal convictions on the state application form will be grounds for non-consideration of applications, disciplinary action, and possible criminal prosecution.

The Department of Insurance uses the merit-based recruitment and selection plan to fill positions subject to the State Personnel Act with highly qualified individuals.

* * * * * * * * * * * * * * * * * * * * * * * * *

**CONTACT:** LISA H. HOWELL, RECRUITMENT COORDINATOR (919) 807-6045

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.oshr.nc.gov/jobs/index.html

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government
Insurance Company Examiner Supplemental Questionnaire

* 1. Do you have at least 24 hours of college accounting credits?
   Yes    No

* Required Question