Announcement of Vacant Position
Internal – External

Posting Date: June 8, 2020
Job Vacancy: Financial Analyst (Insurance)
Division: Financial Surveillance
Req. No.: 196773
Compensation Rate: $55,000 to $65,000 annually or commensurate with experience
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefit’s-Eligible
Closing Date: June 22, 2020
Contact: Dale Hubbell - dale.hubbell@ks.gov or 785-291-3801

Job Description:

The incumbent will perform in-house financial analysis of domestic and foreign insurance companies' financial condition to determine solvency and compliance with statutes and regulations. On the job training is provided to incumbents with relation to the insurance industry. Continuing education is provided and encouraged for the Financial Analyst to further their knowledge in the insurance industry.

Primary Duties (Not All Inclusive):

- Reviews, records and analyzes financial data of insurance companies, health maintenance organizations and dental service corporations doing business in Kansas.
- Coordinates the review and analysis of Form D filings regarding material transactions of domestic companies that require prior approval by the Insurance Department to assure that the transactions are “fair and reasonable” and are in accordance with applicable statutes and regulations.
- Performs holding company analysis with respect to the holding company structure of Kansas domestic insurers.
- Reviews holding company filings, including but not limited to, Form B and C holding company registration statements and amendments thereto, of domestic companies filed pursuant to the Kansas Insurance Holding Company Act.
- Responds to inquiries from companies, the National Association of Insurance Commissioners (NAIC), other agencies, other divisions within the Department and the industry through the research of company files, statutes, regulations and departmental positions and procedures.
- Drafts orders and related memorandums.
- Coordinates the review of proposed dividend payments by domestic companies.
- Contacts companies regarding findings and determines the need for subsequent action based on responses to inquiries.
- Prepares and recommends a level of priority for each company.
- Periodically conducts reviews of other insurance examiner/analyst findings.
Minimum Requirements:

To qualify, you must have a bachelor's degree (BS), master of science (MS), or M.B.A. in accounting from an accredited college or university or be a Certified Public Accountant. CPA’s must provide documentation substantiating that you have passed the examination and hold an active license to practice as a Certified Public Accountant.

Or

A bachelor's degree in another field of study from an accredited college or university (i.e. Finance, Insurance, Risk Management, Economics or Business). If you do not have an accounting degree, you must prove that you have successfully completed ALL of the following courses (you must provide a copy of the college transcripts to verify these courses):

- Accounting Fundamentals (6 semester hours)
- Finance or Economics (3 semester hours)
- Business Law (3 semester hours)
  The three (3) semester hours of business law requirement may be met through the successful completion of the college level law courses offered by LOMA, CPCU, or CLU (you must provide documentation from LOMA, CPCU, or CLU to verify this course).
- Management (3 semester hours)
  The three (3) semester hours of management requirement may be met through the successful completion of the management courses offered by CPCU, LOMA, and CLU (you must provide documentation from LOMA, CPCU, or CLU to verify this course).

Preferred Requirements:

At least 3 years' experience in accounting or auditing is preferred. Designation as an Accredited Financial Examiner – Financial Analyst (AFE) and Certified Financial Examiner – Financial Analyst (CFE) issued by the Society of Financial Examiners (SOFE) is preferred; however, it is not required.

Other Requirements:

- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Tax Clearance Certificate required, please visit: https://www.ksrevenue.org/taxclearance.html

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at: https://admin.ks.gov/services/state-employment-center/sec-home
Step 2: Once you have created an account, complete the online State of Kansas application form and upload the other required documents.
  - Kansas Tax Clearance Certificate
  - Resume
- Cover letter
- Transcripts
- Veterans’ Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

**Recruiter Contact:** Ms. Dale Hubbell  
**Phone:** 785-291-3801  
**Fax:** 785-296-8848  
**Email:** dale.hubbell@ks.gov

**What to Expect Next:**

Your application will be reviewed and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:** Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue’s website at http://www.ksrevenue.org/taxclearance.html. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual’s account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **All applicants, including current State employees, are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

**Veteran’s Preference Eligible (VPE):**

Former military personnel or their spouse that have been verified as a “veteran” according to K.S.A. 73-201, will receive an interview if they meet the minimum competency factors of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at [http://da.ks.gov/ps/aaa/recruitment/veterans.htm](http://da.ks.gov/ps/aaa/recruitment/veterans.htm).  
DD Form 214, Certificate of Discharge or Separation from Active Duty, or other official documents (to include military discharge papers, or equivalent certification from the VA listing military status, dates of service, and discharge type) issued by the branch of service are required as verification of eligibility for veterans’ preference.

**If you have questions, please do not hesitate to contact us at 785-291-3801**

*Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.*

*The Kansas Insurance Department is an Equal Opportunity Employer*