Announcement of Vacant Position
Internal – External

Posting Date: August 14, 2020
Requisition No. 197369
Division: Financial Surveillance Division
Job Vacancy: Insurance (Financial) Examiner
Compensation Rate: $54,995.20 - $84,011.20 (Negotiable Depending on Experience & Professional Certification)
Position Type: Unclassified, Regular, Full-Time, Non-Exempt, Benefit’s-Eligible
Closing Date: August 31, 2020
Contact: Ms. Dale Hubbell at 785-291-3801 or dale.hubbell@ks.gov

The Kansas Insurance Department offers a challenging and rewarding career opportunity as an Insurance (Financial) Examiner in our Financial Surveillance Division. We offer a comprehensive benefits package and a fantastic work environment. We recently moved into our newly renovated office near Wanamaker Road and we would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

Job Description:

The Insurance (Financial) Examiner serves as a member of a dynamic examination team that reviews and assesses the activities of insurance companies for safety and soundness, compliance with and adherence to regulatory guidelines and industry standards. While experience is preferred, we invite candidates with all levels of experience to apply for consideration. On the job training is provided to incumbents in relation to the insurance industry and the insurance regulatory environment. Incumbents also receive extensive training in applicable laws; rules and regulations; insurance company operations and examination procedures. Continuing education is provided to help employees gain additional knowledge of the insurance industry and insurance regulatory environment.

This position requires in-state and out-of-state travel (approximately 30-50%) to perform the following duties:

Primary Job Duties (Not All Inclusive)

- Perform risk focused financial condition examinations on domestic and foreign insurance companies to ascertain solvency and compliance with statutes, regulations and directives of the Kansas Insurance Department.
- Evaluate the adequacy and effectiveness of an insurance company's internal controls and processes related to identified risks.
- Evaluate and verify specific accounts, including, but not limited to, bonds, stocks, mortgage loans, real estate, policy loans, premiums, losses and capital stock.
- Prepare written report of examination that addresses the financial condition of the examined
insurance company and discloses any adverse findings.

Minimum Requirements:

Graduation from an accredited four-year college/university with major course work in accounting, finance, business administration or related field.

If the degree is not an accounting degree, you must have successfully completed the following courses:

- Accounting Fundamentals (6 semester hours)
- Finance or Economics (3 semester hours)
- General Auditing (3 semester hours)
- Business Law (3 semester hours)
- Management (3 semester hours)

Preferred Requirements:

At least 3 years' experience in accounting or auditing preferred. Designation as an Accredited Financial Examiner (AFE) and Certified Financial Examiner (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](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](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](mailto: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.

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*