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| **CLASS CODE:** 1567 **PAY GRADE:** 026  |

**CLASS TITLE:** FINANCIAL CONTROL ANALYST

**ALLOCATION FACTOR(S)**

This is highly technical and specialized work performing financial quality control functions of state financial institutions, finance or securities companies, or insurance companies within and between area offices. Work includes the following: (1) reviewing and evaluating reports of examinations or investigations; (2) coordinating the completion of examinations or investigations to ensure reports are prepared according to quality control standards; (3) developing and implementing on-the-job training programs to support examination or investigation personnel at an area office; and (4) coordinating the resolution of financial inquiries and resolving consumer-related complaints for an area office.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Reviews reports of examinations or investigations conducted within an area office of commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, or insurance companies for completeness, technical accuracy, and overall quality of presentation.
* Prepares transmittal or cover letter, examination or investigation report and other information needed for transmission to commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, insurance companies, or criminal justice agencies.
* Disseminates changes in state and federal laws, rules and regulations to professional examination or investigation personnel at an area office.
* Identifies, develops, implements, and coordinates on-the-job training procedures for professional examination or investigative personnel within and between area offices regarding examination procedures and practices or investigative techniques.
* Trains employees within and between area offices in the methods used for performing an effective and efficient examination or investigation of a commercial bank, trust company, savings association, credit union, international office, securities or finance company, or insurance company.
* Develops examination or investigation standards and procedures to ensure efficient management, training, and work flow during an examination or investigation of a commercial bank, trust
* company, savings association, credit union, international office, securities or finance company, or insurance company.
* Monitors the quality control of reports of examination or investigation reports conducted within and between area offices of commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, or insurance company developed for such examinations or investigations.
* Ensures consistency within and between area offices concerning examination or investigation standards and the overall quality of commercial bank, trust company, savings association, credit union, international office, securities or finance company, or insurance company examinations or investigations.
* Coordinates the resolution of inquiries from management of commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, or insurance companies. Also, coordinates resolution of consumer complaints within and between area offices.
* Acts as examiner-in-charge or investigator-in-charge in performing complex examinations or investigations of commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, or insurance companies, when required.
* Conducts pre-opening examinations or investigations of commercial banks, trust companies, savings associations, credit unions, or international offices.
* Conducts pre-licensing examinations or investigations of applicants for securities or finance company licenses.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of financial accounting or auditing principles.
* Knowledge of the methods of compiling, analyzing and presenting data.
* Knowledge of the techniques utilized in conducting examinations or investigations of commercial banks, trust companies, savings associations, credit unions, international offices, securities or finance companies, or insurance companies.
* Knowledge of monitoring techniques.
* Knowledge of mathematics.
* Ability to review, analyze and evaluate data.
* Ability to examine financial records.
* Ability to understand and apply laws, rules, regulations, policies and procedures.
* Ability to conduct research and prepare reports.
* Ability to probe and obtain critical facts.
* Ability to utilize problem-solving techniques.
* Ability to communicate effectively.
* Ability to establish and maintain effective working relationships with others.
* Ability to recognize the validity, authenticity and propriety of accounting and operating records.
* Ability to coordinate training programs.
* Ability to work independently.
* Ability to effectively use computer hardware and software.

**MINIMUM QUALIFICATIONS**

* A bachelor's degree from an accredited college or university with major course of study in accounting, finance, economics, insurance or risk management and three years of professional experience in accounting, examining, analyzing, investigating or auditing financial data within a financial institution, insurance company or other regulated entity, or in the registration of securities or securities dealer; or
* A master's degree from an accredited college or university with major course of study in accounting or an area of business, or possession of a Certified Public Accountant (C.P.A.) certificate and two years of professional experience as described above; or
* Three years of experience as a Financial Examiner/Analyst or Financial Specialist with the State of Florida.
* Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.

**EFFECTIVE:**

2/15/1991

**HISTORY:**