

#15-04-The Oklahoma Insurance Department has an opening in the Financial Division for a Financial Specialist I. The salary range is \$30,000 to \$35,000. **Submit résumés by 5:00 p.m., Friday, April 24, 2015 to: angie.fields@oid.ok.gov**

DEFINITION:

Under supervision of the Regulatory Supervisor, regulate compliance of entities authorized to conduct insurance-related business in the State of Oklahoma and review Annual Reports and applications from entities seeking to conduct insurance-related business in the State of Oklahoma.

DUTIES AND RESPONSIBILITIES:

- Review/process new applications and renewals for compliance with Departmental policies, procedures and regulations
- Review annual report submissions to verify accuracy and compliance with statutes
- Review/process letters of credit and bonds to verify statutory compliance
- Assist in compilation of information for examination of regulated entities
- Assist in maintaining current electronic files
- Field phone calls regarding questions, regulation, registration requirements, and good standing of regulated entities
- Serve as back-up in answering the phone for the Financial Division
- Perform other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and financial reports;
- Experience with computers and the following programs: Microsoft Excel, Word and Outlook; Adobe Acrobat; experience with AS400 and SBS preferred;
- Ability to review and audit reports and interpret statutes and rules concerning financial information contained in reports;
- Effective time management and organizational skills;
- Proficient typing and ten-key skills;
- Establish and maintain effective working relationships with others;
- Possess ability to make routine business decisions, while paying close attention to detail.
- Must possess excellent verbal and written communication skills.

EDUCATION AND EXPERIENCE:

Two (2) years of accounting experience or an equivalent combination of education and experience. Preference will be given to applicants with regulatory experience. Six or more hours of accounting classes preferred.

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check. Individual may be required to pursue NAIC designations as job duties require.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Oklahoma Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html