

Job Opening

#16-06-The Oklahoma Insurance Department has an opening in the Financial Division for a Financial Coordinator. The salary is \$35,000 to \$40,000. **This position is open until filled.** Send resumes to:

Oklahoma Insurance Department

Attn: Human Resources

by e-mail to: angie.powers@oid.ok.gov

DEFINITION

Under the supervision of the Chief Financial Examiner, participate in the examination process and ensure continual Departmental compliance with all applicable Oklahoma Statutes, specifically Title 36 O.S. § 309.1 through 309.7. Maintain procedures and documentation to validate ongoing Departmental compliance with the National Association of Insurance Commissioners (NAIC) Accreditation Program. Assist and ensure that examinations are completed in accordance with the Financial Condition Examiners Handbook. Provide budgetary oversight of contractors by maintaining record of all ongoing examination invoices and monitoring budgeted progress.

DUTIES AND RESPONSIBILITIES

- Seek out and organize all information received from internal divisions of the Department regarding domestic insurers prior to examination. Communicate this information to the on-site examination staff prior to the commencement of each examination.
- Develop, send, and receive the preliminary information request sent to domestic insurers prior to the commencement of an examination. Review the information upon receipt and provide it to the on-site examination team.
- Generate notice of examination
- Schedule examination kick-off, exit and analyst conferences.
- Track ongoing examination adoption
- Maintain approved examination budgets and ensure that invoiced rates are in accordance with the notice of examination.
- Verify that total on-going invoiced billings are in compliance with approved budgets and ensure that any significant budget variances have been reported or pre-approved.
- Track and report the timely submission of status reports submitted by contract examiners.
- Review and provide summarized reports on all on-going examinations.
- Manage all incoming and outgoing financial examination correspondence.
- Annually collect, file and maintain the examiner contract as well as the annual reports from each contracted examination firm.
- Initiate and monitor internal review process of completed financial examination draft reports.
- Communicate any identified concerns generated as a result of internal review of financial examination reports and, at the direction of the Chief Financial Examiner, make changes to the reports as necessary
- Provide final version of examination report to the domestic insure along with a 20-day letter as defined by Oklahoma Statute Title 36 O.S. § 309.4.

- Upload completed financial examination reports on to the NAIC Financial Examination Electronic Tracking System and distribute the report to all States the domestic insurer is licensed in.
- Work closely with team members to track the resolution of all on-going regulatory concerns identified through the course of an examination.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and time management skills
- Proficiency in Microsoft's Excel, Word and Outlook
- Ability to establish and maintain effective working relationships
- Effective communication skills
- Ability to establish and maintain effective filing systems
- Strong proficiency for spelling and grammar

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or finance, actuarial sciences or other related insurance degree is required. Preference may also be given to applicants who hold the Accredited Financial Examiner or Certified Financial Examiner designations

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). 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 Office of Personnel Management benefits page at [http://www.ok.gov/opm/HR and Employee Services/index.html](http://www.ok.gov/opm/HR_and_Employee_Services/index.html). EEO/AA