

## **Job Opening**

#13-04-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 closes on 4/2/13.** Send resumes to:

Oklahoma Insurance Department  
Attn: Human Resources  
by e-mail to: [humanresources@oid.ok.gov](mailto:humanresources@oid.ok.gov)

### **DEFINITION**

Under the supervision of the Chief Financial Examiner, participate in the Risk-Focused Examination Process and ensure continual Departmental compliance with Oklahoma Statute 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 Administrative (NAIC) Policies Manual of Financial Regulation Standards and Accreditation Program. Provide budgetary oversight of contractors by maintaining record of all ongoing examination invoices and monitoring budgeted progress.

### **DUTIES AND RESPONSIBILITIES**

- Collect and communication Departmental documentation, information and feedback from every area of the Department as it pertains to domestic insurers that are to be examined.
- 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.
- 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.
- 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 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). The selected applicant must not have a felony conviction and must pass a background check.

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