



# Office of the Kansas Securities Commissioner

*A division of the Kansas Insurance Department*

Ken Selzer, CPA, Commissioner of Insurance  
John Wine, Interim Securities Commissioner

## Announcement of Vacant Position Internal - External

Posting Date: November 14, 2017  
Job Vacancy: Compliance Auditor  
Req. No: 188252  
Compensation Rate: \$52,000 entry level or commensurate with experience  
Position Type: Regular unclassified, full-time, non-exempt, eligible for full benefits.  
Closing Date: December 6, 2017  
Contact: Kathy Ramskill 785-296-2124

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### **Job Description:**

The Office of the Kansas Securities Commissioner is recruiting for a Compliance Auditor position. The Compliance Auditor will conduct compliance examinations and investigate complaints involving broker-dealers and investment advisers registered, or required to be registered, to do business in the State of Kansas. The purpose of this position is to ensure that broker-dealers and investments advisers subject to registration requirements are in compliance with the Kansas Uniform Securities Act, applicable Kansas Administrative Regulations, and other industry rules and policies in order to protect Kansas investors.

### **Primary Duties:**

Approximately 80% of the Compliance Auditor's time will be dedicated to performing field examinations and conducting investigations that will include the review of broker-dealer and investment adviser financial and operational procedures and documents, sales practices, supervision, due diligence practices, underwriting and market making activities, documents and financial statements obtained from consumers and complainants, and compliance with Kansas registration requirements.

The Compliance Auditor will:

- Request documents from the examinee or target of the complaint and other individuals or firms that may have relevant information. Said documents will include contracts, disclosure documents, financial statements, brokerage statements, written statements from the examinee or target of the complaint, and any other relevant information;
- Conduct interviews with the examinee or target of the complaint, who may be represented by legal counsel, and other individuals with pertinent information. Note that interviews may become adversarial and stressful if violations are found or known at the time of the interview. The Compliance Auditor must be able to effectively perform under these conditions;
- Organize, analyze, and maintain the documents that are requested and submitted;
- Draft summary reports, administrative subpoenas, spreadsheets, schedules, charts, or any

- other document that synthesizes the violations or special issues that were identified; and
- Write a report summarizing the examinee's or target of the complaint's overall condition and any violations or problematic issues that were identified during the examination/investigatory process.

**Additional Duties:**

Approximately 20% of the Compliance Auditor's time will be dedicated to:

- Reviewing applications from broker-dealers and investment advisers requesting to do business in Kansas. This process includes a financial review and examination of documents that will insure that each applicant is in compliance with the rules and regulations that govern their business activities;
- Preparing reports for administrative orders, drafting referrals to Enforcement for follow up investigations, and testifying in public proceedings;
- Answering questions from the public, members of the industry, and other regulators regarding the Kansas Uniform Securities Act, Kansas Administrative Regulations, and other industry rules and policies. The Compliance Auditor is expected to perform the necessary research to address said inquiries; and
- Performing other related duties as assigned by the Director of Compliance & Enforcement to accomplish agency objectives.

**Position Type:** Regular, unclassified, full-time, non-exempt, eligible for full benefits.

**Position Location:** Topeka, Kansas.

**Regular Hours of Work:** 40 hour work week completed during 07:00 AM – 5:30 PM, Monday - Friday. Hours of work are negotiable.

**Compensation:** Starting at \$52,000 annually. Compensation is negotiable and dependent upon qualifications and experience.

**Minimum Requirements:**

- Bachelor's degree in accounting, finance, business administration or a closely related field as deemed equivalent by agency administrators; Securities industry experience may be substituted for a bachelor's degree if deemed equivalent by agency administrators;
- One year of experience working in the securities industry or in a regulatory environment; Professional experience or credentials may be considered to substitute for securities or regulatory experience if deemed equivalent by agency administrators;
- Valid driver's license;
- Ability to pass a KBI background check; and
- Ability to obtain and submit a Kansas Tax Clearance Certificate. Each applicant applying for a job with the State of Kansas 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 or [kdor\\_tax.clearance@ks.gov](mailto:kdor_tax.clearance@ks.gov).

**Other Requirements:**

- Professional demeanor.
- Excellent organizational, scheduling, and prioritization skills.
- Ability to manage time well, meet deadlines, work independently, and implement instructions given by senior staff members.
- Maintain high level of confidentiality, ethics, and integrity.
- Superior writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Proficient in Microsoft Word, Excel, and PowerPoint.

**Preferred Requirements:**

- Attorney, Certified Public Accountant, Certified Fraud Examiner, Chartered Financial Analyst, Certified Financial Planner, or other securities industry certifications.
- Three years of experience in the securities industry or in a regulatory environment.
- Series 7 or 65 license.

**Travel:** In-state travel will be required and some limited out-of-state travel may be necessary. Applicant must therefore have a valid driver's license.

**To Apply:**

**Step 1:** Submit your personal information with the State of Kansas by completing the State of Kansas Personal Information Registration form found at <https://admin.ks.gov/services/state-employment-center/job/applicant-data> and clicking "Submit" at the bottom of the page.

**Step 2:** Complete the State of Kansas Employment Application found at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/online-application> and click "Submit" at the bottom of the page.

**Step 3:** Submit the following documents to Kathy Ramskill, Senior Administrative Specialist, by the email address or mail address listed below:

- Resume;
- Cover letter;
- Kansas Tax Clearance Certificate;

- Photo copy of valid driver's license; and
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

**Contact Information:**

Materials for submission and questions regarding the application process may be directed to:

Kathy Ramskill  
Senior Administrative Specialist  
Office of the Kansas Securities Commissioner  
109 SW 9<sup>th</sup> Street, Suite 600  
Topeka, KS 66612  
[Kathy.ramskill@ks.gov](mailto:Kathy.ramskill@ks.gov)  
Phone: (785) 296-2124  
Fax: (785) 296-6872

**What to Expect Next:**

Your application will be reviewed by members of the Office of the Kansas Securities Commissioner's staff. Staff members 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. You will be notified of your application's outcome after the selection process is complete.

**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.

**Reasonable Accommodation Policy Statement:**

The American With Disabilities Act of 1990 ensures you the right to reasonable accommodations. A request for an accommodation will not affect your opportunities for employment with the State of Kansas. Arrangements will be made if you have a disability that requires an accommodation for completing an application form, interviewing, or any other part

of the employment process. It is your responsibility to make your needs known to the Office of the Kansas Securities Commissioner contact person.

**The Office of the Kansas Securities Commissioner is an Equal Opportunity Employer.**