



Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

Announcement of Vacant Position Internal – External

Posting Date: April 15, 2019 **REQ# 192989**
Division: Financial Surveillance
Job Vacancy: Chief Examiner
Compensation Rate: *Commensurate with experience*
Position Type: Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible
Closing Date: **Until Filled**
Contact: Dale Hubbell at 785-291-3801 or dale.hubbell@ks.gov

Primary Job Duties (*Not All Inclusive*):

Examination Administration

- Coordinates activities regarding scheduling financial condition examinations with other states.
- Coordinates activities regarding planning/conducting the examination.
- Reports on financial condition examination progress and related matters.
- Reviews examination work papers for compliance with statutes, regulations, Statutory Accounting Principles and NAIC Financial Condition Examiners Handbook.
- Directs completed examinations through the filing of the examination reports.
- Meets with examiners and/or company officials regarding issues related to examinations.
- Prepares memorandums and/or assists financial examiners in preparing memorandums for the Commissioner, the Assistant Commissioner and other staff members regarding the financial condition of companies doing business in Kansas.

Other Duties

- Assists in the supervision and coordination of all activities relating to the Financial Surveillance Division. This includes the direct and indirect supervision of financial examiners and financial analysts.
- Represents the department at hearings and meetings where the financial condition of a company is being reviewed or discussed.
- Assists in administrative functions including staff training, distributes information and maintains records.
- Assists in promulgating positions and procedures regarding the proper valuation and reporting of specific financial transactions.
- Assists in reviewing, analyzing, and proposing statutes and regulations which deal with the financial condition of insurance companies.
- Performs related work as required.
- Some in state and out of state travel.

Education, Experience, Knowledge & Abilities:

Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting or related field(s). Individual must hold a Certified Financial Examiner (CFE) or a Certified Public Accountant (CPA).

Knowledge pertaining to the provisions of Kansas laws and regulations related to insurance companies, fraternal benefit societies, and hospital and surgical dental corporations. Knowledge pertaining to statutory accounting practices and procedures.

Key Requirements:

- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Veteran's Preference Eligible – please visit <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> for additional information
- Tax Clearance Certificate required, please visit <https://www.ksrevenue.org/taxclearance.html>

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at:

<https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload your cover letter, resume and college transcripts along with the application.

Step 3: Submit the Kansas Tax Clearance Certificate along with your other application materials.

Recruiter Contact: Dale Hubbell

Phone: 785-291-3801

Fax: 785-296-8848

Email: dale.hubbell@ks.gov

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy 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. **Failure to follow the instructions and submit all required documentation may affect your consideration for this position.**

If you have questions, please do not hesitate to contact us at 785-291-3801

Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Insurance Department is an Equal Opportunity Employer