



Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

Announcement of Vacant Position Internal – External

Posting Date: April 30, 2019 **REQ#** 193195
Division: Financial Surveillance
Job Vacancy: Financial Analyst (Insurance) – **2 Positions Available**
Compensation Rate: \$55,000 to \$65,000 annually *or commensurate with experience*
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefit's-Eligible
Closing Date: **Open Until Filled**
Contact: Dale Hubbell - Human Resources at dale.hubbell@ks.gov or 785-291-3801

The incumbent will perform in-house financial analysis of domestic and foreign insurance companies' financial condition to determine solvency and compliance with statutes and regulations. On the job training is provided to incumbents with relation to the insurance industry. Continuing education is provided and encouraged for Financial Analyst to further their knowledge in the insurance industry.

Primary Job Duties (Not All Inclusive):

- Reviews, records and analyzes financial data of insurance companies, health maintenance organizations and dental service corporations doing business in Kansas.
- Coordinates the review and analysis of Form D filings regarding material transactions of domestic companies that require prior approval by the Insurance Department to assure that the transactions are “fair and reasonable” and are in accordance with applicable statutes and regulations.
- Performs holding company analysis with respect to the holding company structure of Kansas domestic insurers.
- Reviews holding company filings, including but not limited to, Form B and C holding company registration statements and amendments thereto, of domestic companies filed pursuant to the Kansas Insurance Holding Company Act.
- Responds to inquiries from companies, the National Association of Insurance Commissioners (NAIC), other agencies, other divisions within the Department and the industry through the research of company files, statutes, regulations and departmental positions and procedures.
- Drafts orders and related memorandums.
- Coordinates the review of proposed dividend payments by domestic companies.
- Contacts companies regarding findings and determines the need for subsequent action based on responses to inquiries.
- Prepares and recommends a level of priority for each company.
- Periodically conducts reviews of other insurance examiner/analyst findings.

Education, Experience, Knowledge and Abilities:

To qualify, you must have a bachelor's degree (BS), master of science (MS), or M.B.A. in accounting from an accredited college or university or be a Certified Public Accountant. CPA's must provide documentation substantiating that you have passed the examination and hold an active license to practice as a Certified Public Accountant.

Or

A bachelor's degree in another field of study from an accredited college or university (i.e. Finance, Insurance, Risk Management, Economics or Business). If you do not have an accounting degree, you must prove that you have successfully completed ALL of the following courses (you must provide a copy of the college transcripts to verify these courses):

- **Accounting Fundamentals (6 semester hours)**
- **Finance or Economics (3 semester hours)**
- **Business Law (3 semester hours)**

The three (3) semester hours of business law requirement may be met through the successful completion of the college level law courses offered by LOMA, CPCU, or CLU, may be substituted for the required semester hours (you must provide documentation from LOMA, CPCU, or CLU to verify this course).

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 <http://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