



# Kansas Insurance Department

Ken Selzer, CPA, Commissioner of Insurance

---

## Announcement of Vacant Position Internal – External

**Posting Date:** November 14, 2018      **REQ# 191310**  
**Division:** Financial Surveillance  
**Job Vacancy:** Financial Analyst (Insurance)  
**Compensation Rate:** \$22.12 hour entry level *or commensurate with experience*  
**Position Type:** Unclassified, Regular, Full-Time, Nonexempt, Benefit's-Eligible  
**Closing Date:** **December 14, 2018**  
**Contact:** **Dale Hubbell** - Human Resources at 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.

### 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.
- Reviews 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.
- Maintains internal records and files.
- Coordinates the review of proposed dividend payments by domestic companies.
- Contacts companies regarding findings.
- 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>
- Please submit your cover letter, resume, college transcripts, and valid Kansas Tax Clearance Certificate to [KID.HR@ks.gov](mailto:KID.HR@ks.gov)

**How To Apply:**

**Step 1:** Register for an Applicant ID number by completing the online [Personal Data Form](#) (Skip this step if you already have an Applicant ID number.)

**Step 2:** Complete the online State of Kansas [Employment Application](#) form and include it with your **cover letter, resume and college transcripts**. Mention **REQ# 191310**

**Step 3:** Send the Kansas Tax Clearance Certificate along with your other application materials to [KID.HR@ks.gov](mailto:KID.HR@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 don't 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***