



# DC Government Career Opportunities

**Job Title:** Securities Financial Examiner  
**Requisition Number:** JO-1706-9115  
**Grade:** 12  
**Salary Range:** \$76,082.00 - \$97,340.00  
**Promotion Potential:** Yes  
**Agency:** Insurance, Securities and Bank  
**Location:** 810 1st St NE  
**Area of Consideration:** Open to the Public  
**Opening/Closing Date:** 6/14/2017 - 7/14/2017

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## Job Summary

### Introduction

This position is located in the Department of Insurance, Securities and Banking, Securities Bureau, Examination Division. This Division is responsible for conducting and coordinating the examination program for broker-dealers and investment advisers who are registered (the Registrants") with the Bureau. The directive of the Division is to protect investors through advancing compliance with the Securities Act of 2000 and rules and regulations hereunder (the "Securities Act"), detecting abusive and damaging conduct and ensuring that DISB is informed of developments in the regulated community. The Division reviews financial statements and other information regarding the financial condition of the Registrants. The examination staff provides the information and oversight link between DISB and its Registrants.

### Major Duties

The incumbent of this position serves as Securities Financial Examiner responsible for examination of broker-dealers and investment advisers. More specifically, incumbent: Conducts announced and unannounced inspections of offices and branch offices to determine compliance with the Securities laws and regulations and the applicable firm policies and procedures. Reviews and analyzes firm accounting systems and internal accounting controls over financial transactions and the possession or control of securities to assess the adequacy thereof. Reviews and analyzes the Registrant's case management system to determine that funds and securities are adequately and properly controlled.

Prepares the accounting computation of the broker-dealer's net capital and reserve deposit requirement, computed in accordance with Generally Accepted Accounting Principles (GAAP)

Reviews and analyzes the Registrant's accounting records to determine that all assets, liabilities, income and expenses are properly recorded on the firm's accounting records and financial statements in accordance with GAAP.

Reconstructs accounting records in accordance with GAAP if necessitated due to inaccurate, incomplete, or fabricated records produced by Registrants.

Reviews and analyzes consolidated and consolidating financial statements of the Registrant and its subsidiaries, the Registrant's parent company and its subsidiaries to determine the financial risk to and impact on the broker-dealer of the financial affairs of the affiliated entities.

Reviews and analyzes consolidated cash flow of the Registrant and its subsidiaries and the Registrant's parent company and its subsidiaries to determine the source and application of funds of the consolidated group of companies, the adequacy thereof, and the impact of such funding on the Registrant.

Verifies that all assets, liabilities, income and expenses are properly recorded on the book and records and financial statements of the Registrant. Reviews for compliance with the accounting principles of revenue recognition, the matching of income and expenses, and the adequacy of financial disclosures, and that these principles are consistently applied. Confirms that the Registrant's is using the proper methods of valuing assets, including those involved with reverse repurchase

agreements, junk bonds, collateralized mortgage obligations, puts and call options, interest rate swaps and- financial futures contracts.

Reviews financial examinations conducted by the SROs, principally the New York Stock Exchange and Financial Industry Regulatory Authority ("FINRA") for adequacy. Reviews compliance with SRO files. Interviews management and accounting personnel to discuss examination issues.

Prepares draft reports, including evaluative commentaries appropriate to the operations of the Registrant being examine. Anticipates enforcement needs and marshals substantial evidence to support preliminary findings of violations. Submits recommendations to the Division Manager on courses of action, which appear necessary. These may include referrals for an in-depth enforcement investigation to collect evidentiary data for possible administrative and/or civil proceedings.

#### **Qualifications**

Applicants must have at least one (1) year of specialized experience equivalent to the CS-11 grade level. *Specialized Experience*: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

OR

An equivalent combination of education, training and/or experience. Bachelor's Degree and at least four (4) years of relevant work experience.

This position requires a basic knowledge of accounting and basic knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards as they relate to the books and records of the Registrants and the financial operations of the various types of brokerage firms, investment advisers, and/or their agent and representatives.

Intensive Knowledge of the Securities Act of 2000, other laws and regulation related to the regulation of the securities industry; department and bureau policies and procedures.

Ability to understand investment/money management and securities industry in order to identify practices that may take advantage of or defraud the investor.

General knowledge of the enforcement process in order to develop an evidentiary record sufficient for supervisors to reach a judgment on the advisability of recommending enforcement action.

Strong written and oral communication skills.

#### **Licensures, Certifications and other requirements**

None

#### **Education**

Bachelor's Degree and at least four (4) years of relevant work experience; or equivalent combination of education, training and/or experience.

#### **Work Experience**

At least four (4) years of relevant work experience; or equivalent combination of education, training and/or experience.

#### **Work Environment**

The work is performed in an office setting. Regular field work is required.

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