

Job Description

Job Title SECURITIES FINANCIAL EXAM

Job ID 7265

Date Opened 05/13/2019

Date Closed 06/11/2019

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 13

Bargaining Unit 1_2

Compensation Unit 1 & 2

Minimum Range \$92,093.000000

Maximum Range \$118,670.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

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. In cooperation with the Fraud Bureau, the Division investigates possible violations of the Securities Act and performs inquiries into securities complaints. The examination staff provides the information and oversight link between DISB and its Registrants.

Duties and Responsibilities

Conducts announced and unannounced inspections of offices and branch offices to determine compliance with the Securities regulations and the applicable firm and procedures on periodical basis.

Reviews and evaluates 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 evaluates 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.

Qualifications and Education

Applicants must have at least one (1) year of specialized experience equivalent to the CS-012 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized

experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience must demonstrate the following: Investigating medical claims, administering medical claims, and evaluating conflicting statements.

Bachelor' degree in Business or related field from an accredited four college or university is preferred. At least one (1) year of industry work experience.

This position requires a thorough knowledge of accounting and professional 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.

Thorough 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.

Professional understanding of investment/money management and securities industry in order to identify volatile practices intended to take advantage of or defraud the investor.

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

Strong written and oral communication skills.

Licenses and Certifications

None.

Working Conditions/Environment

The work is typically performed in an office setting, but the incumbent may from time to time be required to perform duties outside of the office. The incumbent may be required to carry and lift light items such as books and files weighing no more than 25 lbs.

Other Significant Facts

Promotion Potential: No known promotion potential

Duration of Appointment: Career Service - Regular Appointment

Pay Plan, Series and Grade: CS-1101-13

Collective Bargaining Unit (Union): This position is in a collective bargaining unit.

Position Designation: The position has been deemed security-sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.