

Job Description

Job Title Securities Financial Examiner

Job ID 8261

Date Opened 08/21/2019

Date Closed 09/19/2019

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 12

Bargaining Unit 1_2

Compensation Unit 1 & 2

Minimum Range \$79,930.000000

Maximum Range \$102,268.000000

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. The examination staff provides the information and oversight link between DISB and its Registrants.

Duties and Responsibilities

The incumbent of this position serves as Securities Financial Examiner responsible for examination of broker dealers and investment advisers. More specifically, incumbent will conduct 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 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 Registrants and 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 Registrants and 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.

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 and Education

Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Candidate must possess at least one (1) year of specialized experience equivalent to the CS-11 grade level.

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

License and Certification

None

Working Conditions/Environment

The work is primarily sedentary, but includes visits to the offices of Registrants and occasional visits to clients. The work is performed in an office setting. Regular field work is required.

Other Significant Facts

Pay Plan, Series, Grade: CS-0501-12

Tour of Duty: 8:15 a.m. to 4:45 p.m. Monday - Friday

Promotion Potential: Promotion potential to Grade - 13

Duration of Appointment: Career Service Permanent Appointment

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

Position Designation: This position is subject to enhanced suitability screening per

District Personnel Manual, Chapter 4 Suitability, which may include pre-employment background and/or credit checks as applicable.

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.