



Government of the Virgin Islands Financial Services Examiner

SALARY	\$47,188.26 - \$49,577.16 Annually	LOCATION	St. Croix, VI
JOB TYPE	Classified	JOB NUMBER	201904770
DEPARTMENT	[Office of the Lieutenant Governor-STX]	OPENING DATE	06/12/2025
CLOSING DATE	6/26/2025 11:59 PM Atlantic (Canada)		

Description

This position involves examination, evaluation and investigation of the eligibility of financial services institutions to conduct business in the Territory, and verification of solvency in accordance with Title 9 and Title 22 of the Virgin Islands Code.

Under the direct supervision of the Chief Financial Services Examiner and/or Director, the incumbent in this position examines, investigates, reviews, and monitors insurance agencies and companies. He/she examines other financial services institutions for eligibility requirements, solvency and compliance with federal and local laws and standards, rules and regulations. Work is reviewed by the Chief Financial Services Examiner for compliance and adherence to established guidelines.

Duties and Responsibilities

DUTIES (not all inclusive):

- Reviews original applications of financial services providers to determine eligibility to conduct business in the Territory.
- Examines and analyzes data contained in application forms, agency reports, business records, public documents or other records to gather facts, and verifies correctness and authenticity of the information submitted by financial services providers.
- Provides information and answer questions of individuals or groups concerning the business operations of a financial services provider.
- Determines eligibility for participation in activity, conformity to program requirements, or liability for damages or financial losses based on findings.
- Analyzes statistical data to insure that administrative policies, regulatory codes, legislative directives and other guidelines are being met.
- Interviews licensees, confers with officials and technical or professional specialists, in order to obtain information or clarify facts.
- Performs onsite examination of company data contained in business records, public documents or other records to determine solvency; ascertain that the financial services providers are in compliance with statutory requirements, to include federal and local laws and standards.
- Prepares reports of examinations and evaluations, determines the eligibility or ineligibility of financial services applicants and makes appropriate recommendations to the Chief Financial Services Examiner and/or the Director.
- Performs other related duties incidental to the work described herein.

Minimum Qualifications

A Master's Degree in Business Administration (MBA) or Certified Public Accountant (CPA), or any of the following professional designations: Accredited Financial Examiner (AFE), Certified Financial Examiner (CFE), Certified Fraud Examiner (CFE), Associate Professional in Insurance Regulation (APIR) and Professional in Insurance Regulation (PIR);

OR

A Bachelor's Degree in Accounting or Business Administration, or other related field, with three (3) years' experience working in Government or the financial services industry;

OR

An Associate's Degree in Accounting or Business Administration, or other related field (with a minimum of 15 credits in Accounting), and five (5) years' work experience in Government or the financial services industry.

Position Factors

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of insurance, banking, securities, and other financial services practices, procedures and laws.
- Knowledge of accounting principles and practices in relation to various insurance, banking, securities, and other financial services transactions.
- Ability to interpret and apply legislation, rules and regulations as they relate to the: financial services industry.
- Working knowledge of Microsoft Office programs such as Word, Excel and Power Point. Ability to communicate ideas orally and in writing.
- Ability to prepare clear and concise written reports.
- Ability to maintain reports and records.
- Ability to communicate effectively and professionally with all persons contacted during the course of work.

FACTOR 2- SUPERVISORY CONTROLS:

Employee works under the supervision of the Chief Financial Services Examiner and/or the Director. Work is reviewed through conferences and/or discussions.

FACTOR 3- GUIDELINES:

Guidelines include, but are not limited to, Title 9, Title 13 and Title 22, Virgin Islands Code; the policies of the NAIC, CSBS, NASAA and other banking and financial services practices, procedures and laws. They are used to ascertain that the office is operating within the parameters of all guidelines.

FACTOR 4- COMPLEXITY:

The nature of the duties under this class is to examine for solvency, review and process applications and ensure compliance with the rules, regulations and laws governing the insurance, banking, securities and other financial services industries. Work is only difficult if the employee or staff is unfamiliar with a new procedure for compliance, service or request.

FACTOR 5- SCOPE AND EFFECT:

The purpose of this position is to regulate for solvency and to ensure that the proper compliance of the regulatory process is adhered to while the financial service provider is conducting business in the Territory.

FACTOR 6- PERSONAL CONTACTS:

Contacts are made with co-workers, businesses, corporations, professional organizations, civic groups and the general public.

FACTOR 7- PURPOSE OF CONTACTS:

Contacts are made to obtain information for regulatory compliance; advise and provide information to various organizations and the general public regarding the conduct and regulation of business as it relates to the insurance, banking, securities, and other financial services industries.

FACTOR 8- PHYSICAL DEMANDS:

Work is mostly sedentary.

FACTOR 9- WORK ENVIRONMENT:

Work is performed in an office setting, both in-house and in the field.

Employer

Government of the Virgin Islands

Address

United States

Territorywide, U.S. Virgin Islands , 00802

Phone

(340) 774-8588

Website

<http://www.dopusvi.org>

Financial Services Examiner Supplemental Questionnaire

***QUESTION 1**

Do you have a Master's Degree in Business Administration (MBA) from an accredited institution?

☐ Yes

☐ No

***QUESTION 2**

Are you a Certified Public Accountant (CPA)?

☐ Yes

☐ No

***QUESTION 3**

Do you have any of the following professional designations: Accredited Financial Examiner (AFE), Certified Financial Examiner (CFE), Certified Fraud Examiner (CFE), Associate Professional in Insurance Regulation (APIR) and Professional in Insurance Regulation (PIR)?

☐ Yes

☐ No

***QUESTION 4**

Do you have a Bachelors degree in Accounting or Business Administration or any closely related field?

☐ Yes

☐ No

***QUESTION 5**

Do you have three (3) years' experience working in Government or the financial services industry?

☐ Yes

☐ No

***QUESTION 6**

Do you have an Associate's Degree in Business Administration, Accounting or other related field?

☐ Yes

☐ No

***QUESTION 7**

Do you have five (5) years' work experience in Government or the financial services industry?

☐ Yes

☐ No

***QUESTION 8**

Please Note: The answers you provide to the supplemental questions will be used to determine eligibility for this position. Please note that in order to qualify for a position, you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. Failure to submit the required documents when applying may disqualify you from further consideration for employment.

Required documents (may vary based on minimum requirements): High School Diploma, High School Transcript, College Degree, College Transcripts, Evaluation of International Credentials (Only education from an accredited school will be accepted), DD214, Proof of a Name Change (Marriage Certificate or Valid I.D), Certifications, Specialized Licenses, Proof of Citizenship (Birth Certificate, U.S. Passport, or Naturalization Certificate), Valid ID, or Resume.

Attaching a resume does not supersede any of these requirements. Your responses pertaining to specific work experience must be clearly shown in the area for work history on your application.

Do you Accept?

☐ Yes

☐ No

*** Required Question**