

**State of New Hampshire Job Posting  
INSURANCE DEPARTMENT  
FINANCIAL AND REGULATIONS UNIT  
US:NH:CONCORD  
INSURANCE COMPANY EXAMINER II  
LABOR GRADE 31  
SALARY \$60,138.00 - \$82,797.00  
#41779**

**Summary:**

To perform financial examinations and financial analysis of foreign or domestic insurance companies or insurance entities engaged in the business of insurance under state licenses.

**Responsibilities:**

Examines financial data and reports involving audits and examinations of insurance companies or entities for adherence to state laws.

Performs specific examination functions with regard to insurance company reserves, or reinsurance or computer systems. Prepares reports and recommendations with respect to functions performed.

Performs specific financial analysis of financial examinations tasks, prepare working papers, files and reports as directed.

Reviews reports and work papers of subordinate professional staff for completeness of financial analysis and financial examinations to draw conclusions and recommendations for the report of examination and analysis.

Examines insurance policy forms, riders and endorsements to assure compliance with established standards, procedures, laws and regulations.

Analyzes accounting systems of insurance companies or entities to determine adherence to generally accepted accounting principles (GAAP) and statutory accounting practices and procedures (SAPP).

Reviews insurance claims to determine that settlements are made in accordance with policy provisions for proper treatment of policyholders and compliance with state laws and regulations, reviews underwriting and rating procedures, reviews producer, adjuster and agency contracts.

Determines the accuracy of financial data and records with the use of electronic data processing programs and software.

## **Minimum Qualifications:**

**Education:** Bachelor degree from a recognized college or university with a major in accounting, finance, insurance, statistics, criminal justice, business administration or law, economics, social sciences, government, or its equivalent with a minimum of fifteen credit hours in any of the above fields

**Experience:** Seven years experience in accounting, auditing or business administration, insurance management or regulation, two years of which must be involved with insurance company examinations, market conduct examinations, insurance department rate, policy, contract or consumer protection regulatory experience, or in underwriting and loss adjustment. Registration with the New Hampshire Board of Accountancy as a Certified Public Accountant or possession of one of the following nationally recognized professional designations: AIE, CFE, CIE, FLMI, CLU, ChFC, CPCU, or an equivalent designation may be substituted for two years of work experience.

**Recommended Work Traits:** Extensive knowledge of the insurance laws and regulations of the State of New Hampshire. Knowledge of accounting and market conduct principles and practices as used in the business of insurance. Working knowledge of office methods, procedures and equipment. Ability to communicate effectively with insurance company officials and other insurance company employees. Ability to develop administrative and statistical reports with evidence and recommendations. Willingness to spend periods of time out-of-state. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact: **Fran DeCinto, Human Resources Administrator - NH Insurance Department, 21S. Fruit Street Suite #14 Concord, NH 03301 (603) 271-7973 ext. 212**

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