



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Senior Accountant Investigator
FUNCTIONAL TITLE: Financial Intelligence Investigator
TITLE CODE NO: 06716
BUREAU/WORK UNIT: Tax and Organizational Fraud Unit
WORK LOCATION: 198 E 161st Street

LEVEL: N/A
HIRING RATE: \$60,000
SHIFT: M-F 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under administrative direction, with wide latitude for the exercise of independent action and decision, collect, analyze, and centralize data provided by external agencies, derived from financial reports, or culled from investigations and cases, and look for patterns in the data pertaining to alleged criminal activity to ferret out patterns that might otherwise remain hidden; and participate in special projects as assigned.

ESSENTIAL FUNCTIONS:

1. Utilize excellent interpersonal, oral, and written communication skills to effectively communicate with all levels of the agency as well as outside agencies in conducting investigations.
2. Provide advanced data analysis and present findings
3. Skillfully use modern analytical software, major social networks and websites, and current financial investigatory methods.
4. Show excellent computer skills including a command of Microsoft Office, especially Excel, and knowledge of how to use formulas and macros within the software.
5. Demonstrate understanding of tax and finance issues in the criminal justice system.

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

6. Identify patterns of criminal activity by mining data provided by external agencies, acquired from FinCEN, or culled from internal case-tracking databases to develop cases involving tax-evasion, organized fraud, and corporate fraud.
7. Synthesize and analyze financial data, including bank records, checks, deposit slips, wire transfers, and related documents to support financial cases and investigations. Prepare spreadsheets and court exhibits to assist ADAs
8. Confer with police, detectives and investigators to coordinate and exchange information during the course of financial investigations
9. Review, analyze and compile reports, exhibits, visual aids and collections of documents
10. All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

11. A baccalaureate degree from an accredited college or university, with major studies in Finance, Accounting, Data Analysis, or equivalent. Master's degree in an area relating to finance, tax, or banking preferred
12. Computer proficiency required: Microsoft Office (specifically Excel; PowerPoint); advanced knowledge of criminal justice investigative internet search techniques. Familiarity with computer coding preferred.

To apply you must visit the BXDA Office website (www.bronxda.nyc.gov) and click on Career Opportunities.

POST DATE: 02/08/2017

POST UNTIL: Filled

JVN: 902-17-1350

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