



OFFICE OF THE DISTRICT ATTORNEY
Bronx County

Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Principal Accountant Investigator

TITLE CODE NO: 01742

BUREAU/WORK UNIT: Investigations

WORK LOCATION: 198 East 161st Street

LEVEL: N/A

HIRING RATE: \$85,000 - \$105,000

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, conduct highly complex professional financial analyses and audits (including tax related investigations) of financial records pertaining to alleged criminal activity 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
2. Excellent computer skills including a command of Microsoft Office, especially Excel
3. Analyze, interpret, order, summarize and present complex financial and business related issues in a manner which is understandable and properly supported
4. Familiarity with database creation

JOB RESPONSIBILITIES:

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

- Independently gather through investigation and analyze complex financial data, verifying the accuracy of financial records.
- Assist in the drafting of subpoenas and search warrants for financial records
- Confer with police, detectives and investigators to coordinate and exchange information during the course of financial investigations
- Prepare spreadsheets and court exhibits to assist ADAs at trial
- Utilize in-house computer applications to assist in the analysis and presentation of financial evidence
- Review, analyze and compile reports, exhibits, visual aids and collections of documents
- Testify in the Grand Jury and at trial as an expert witness as to forensic investigations
- All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- A baccalaureate degree from an accredited college or university, with major studies in accounting and at least five (5) years of satisfactory diversified accounting and auditing experience; or a satisfactory equivalent
- Knowledge of relevant professional standards
- Forensic tax accounting experience is preferred
- One or more of the following is preferred:
 - Certified Fraud Examiner (CFE)
 - Certified Public Accountant (CPA)
 - Certified in Financial Forensics (CFF)

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 03/31/2016

POST UNTIL: Filled

JVN: 902-16-1234

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***