



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-014

POSTED: September 28, 2015

DEADLINE: October 12, 2015

JOB TITLE: Digital Forensic Auditor 1

JOB CODE: 40301

SALARY: \$47,512.00 annually

POSITION NUMBER: 00123487

LOCATION: Financial Investigations Unit (FIU)
GBI Headquarters – Decatur, Georgia

DUTIES AND RESPONSIBILITIES:

Under general supervision, uses accounting, auditing, computer, and investigative skills to assist in examining financial evidence of an alleged crime. In a learning capacity, prepares spreadsheets and charts for presentations and courtroom testimony. This is the entry/training level of the Forensic Auditor job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in forensic accounting, accounting, finance, or business administration from an accredited college or university, which included two basic and two intermediate or advance accounting courses.

OR

Three years of experience in a related area.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience or certifications in the following areas:

- Certified Fraud Examiner
- Certified Public Accountant
- Certified Internal Auditor
- Five years of work experience in a related area
- Preparing forensic accounting reports from financial findings
- Providing accounting expertise to litigation and investigative support
- Leading and conducting investigations of fraud and financial abuse

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number 16-014, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER