



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #18-041

POSTED: November 17, 2017

DEADLINE: December 8, 2017

JOB TITLE: Financial Forensic Auditor 1

JOB CODE: FIP120

PAYGRADE: LK

POSITION NUMBER: 00123487

LOCATION: Financial Investigations Unit (FIU)
Georgia Bureau Investigation (GBI)
Decatur, Georgia 30034

SALARY RANGES: \$47,512.00 annually

This is a sensitive government position

Please review the [GBI Employment Disqualifiers](#) before applying for this position. 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.

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.

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants with work experience or certifications in one or more of 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.
- Conducting investigations of fraud and financial abuse.
- Proficiency in the use of Microsoft Excel including the use of analytical tools used to summarize large volumes of data.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS AND (2) COPIES OF COLLEGE TRANSCRIPTS TO:**

**** (Transcripts can be official or unofficial for the application submission) ****

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 18-041, 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.**
- 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.
- **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 budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.

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