

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Litigation Support Section/Management Services Division
CLASS:	Forensic Accountant (2 openings)
LOCATION:	Strawberry Square, Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Pay Range 9 – Minimum pay of \$64,059

BASIC FUNCTION:

The Forensic Accountant (“FA”) is an entry-level position charged with performing professional accounting and analytical work necessary to meet agency investigatory and prosecutorial goals. The FA will be tasked with cases and projects arising out of the Criminal, Civil, and Public Protection Divisions and provides a variety of accounting services including; financial investigations, formation of expert opinions, critique of opposing expert opinions, and expert testimony, as necessary.

EXAMPLES OF DUTIES:

- Performs various types of bank account analyses
- Conducts transaction analyses including; contracts, revenue recognition, and expense reasonableness
- Provides net worth and lifestyle analyses
- Undertakes business valuation analyses and interpretations
- Reviews financial statements and tax returns
- Analyzes accounting entries manually and using various software products (Quickbooks, Sage, etc.)
- Interviews or supports interview of accounting, banking, and financial employees and professionals
- Consults and provides guidance on legal demand language for requests, subpoenas, and search warrants
- Testifies as fact or expert witness in matters before courts of various jurisdictions

- Prepares reviews and rebuttals of opposing expert witness reports
- Supports other federal, state, and local law enforcement agencies in matters of parallel interest to OAG
- Utilizes professional literature and pronouncements to perform research on specific issues that may arise

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's degree or higher in Accounting from an accredited college or university
- Minimum five (5) years of experience in progressively responsible accounting and auditing
- Valid and active license, in good standing, to practice accountancy as a Certified Public Accountant
- Considerable knowledge of complex accounting principles/methods and their application to private or governmental accounting systems
- Considerable knowledge of commercial financial matters (GAAP, GAGAS and other bases of accounting) relative to financial reporting
- Ability to analyze and interpret complex accounting data and reports
- Ability to understand and apply forecasting techniques and principles
- Ability to express ideas clearly and concisely, orally and in writing
- Considerably advanced skill with Microsoft Word, Excel, and various accounting programs
- Must be able to exercise a high level of judgment related to complex financial matters as they relate to the forensic and investigative environment