

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

**Forensic Accountant/Financial Analyst
Fraud & Consumer Protection Division, White Collar Crime Unit
New Castle County**

Opening Date: May 23, 2022

Closing Date: Open Until Filled

*****Initial Application Review Date: May 27, 2022*****

Job Responsibilities and Duties: The Delaware Department of Justice (“DOJ”) is seeking an exceptional and highly motivated individual to join the Fraud & Consumer Protection Division (“the Division”) in the New Castle County office as a Forensic Accountant/Financial Analyst. The Forensic Accountant/Financial Analyst will be responsible for carrying out a variety of duties relating to the Fraud and Consumer Protection Division, its White Collar Crime Unit, and its Communities Assistance Office. This position is primary in the Division’s White Collar Crime Unit but will work on matters throughout the Division.

The successful candidate will be responsible for performing financial analysis tasks in connection with financial fraud matters, including:

- Auditing, reviewing, organizing, and analyzing bank records and other financial documents to identify theft, fraud, financial crime, or other wrongdoing;
- Computing and interpreting financial conditions to identify potentially illegal conduct; and
- Preparing the financial and bank records and other documents in a format suitable for use by the Communities Assistance Office, attorneys in the White Collar Crime Unit, Consumer Protection Unit, or other units in the DOJ, or appropriate external referral resources, including by drafting expert reports incorporating such evidence.

The Forensic Accountant/Financial Analyst will also be expected to perform compliance analysis tasks, including:

- Auditing, reviewing, organizing, and analyzing governing documents of companies and organizations, including boards of directors for communities subject to the Delaware Uniform Common Interest Ownership Act, to determine adherence to guidelines and best practices; and
- Preparing governing documents and related information in a format suitable for use by others in the Communities Assistance Office, the Division, the DOJ, or appropriate external referral resources.

This position will also be responsible for investigatory tasks, including participating in interviews of parties and witnesses, and reviewing and drafting document requests and otherwise assisting

with such request from banks, homeowner's associations, manufactured housing community owners, and other sources.

The position also requires litigation and administrative hearing support, including preparing expert reports and exhibits, and providing testimony based on the results of investigations and will also be expected to participate in project and investigation planning.

Job Requirements: This is a challenging position that provides an opportunity to pursue large and complex investigations and cases. It requires the ability to conduct financial analysis and evaluation of both ordinary accounting records and specialized transactional accounting records. The volume of documents and related evidence gathered during the course of an investigation can be extensive and requires a highly organized and detail oriented individual. We are looking for a candidate who possesses excellent writing and oral communication skills, experience preparing a variety of financial and investigative reports, and experience with the principles, practices, and theory of techniques used in the analysis of internal control gaps.

Minimum qualifications: A Bachelor's degree or higher in Accounting, Business, Finance, Law, or a related field. .

Preferred qualifications: Candidates with one or more of the following are encouraged to apply:

- a CPA (Certified Public Accountant) license;
- a CFE (Certified Fraud Examiner) designation;
- experience working with or for law enforcement;
- experience in litigation support; or
- experience in real estate matters involving the recording of deeds.

The Division seeks an individual with a strong commitment to working in the public interest.

Internal Applicants should submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.