



## Office of the District Attorney Alameda County

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# Forensic Auditor

\$8,767.29- \$11,223.33 Monthly,  
\$105,206.40 – 134,680.00 Yearly

### JOB DESCRIPTION

The Alameda County District Attorney's Office is recruiting an investigative forensic auditor to assist in the investigation and prosecution of criminal and civil cases in which financial records and analysis are relevant. The auditor (also known as a forensic accountant) will primarily be assembling, preserving, analyzing, forming opinions about and explaining financial records of individuals and businesses suspected of violating the law. More specifically, he or she will be:

- Analyzing financial records to determine if laws have been violated (e.g., embezzlements, investment fraud, insurance fraud, securities fraud, income tax fraud and income tax evasion, payroll tax fraud and payroll tax evasion, real estate fraud, wire fraud and money laundering).
- Analyzing financial records to determine where money has come from or where it has gone, in other words, the source and use of funds.
- Obtain evidence, take statements, produce reports, and testify to findings regarding resolution of fraud allegations. May coordinate fraud detection and prevention activities.
- Comparing financial records to determine discrepancies, potential violation of laws and defenses and investigative leads.
- Assisting attorneys and investigators in interviewing suspects and witnesses to obtain information regarding financial transactions and activities.
- Preparing audits, summary financial spreadsheets and detailed reports of recommendations.
- Providing expert testimony in court regarding audit findings and accounting procedures.
- Designating which records and books should be subpoenaed or obtained by search warrants.
- Assisting attorneys and investigators in drafting and executing search warrants and seizure of evidence and assets.
- Determining the financial ability of an individual or business to pay penalties and restitution.
- Assisting attorneys and investigators in the preparation of cases for prosecution and trial.

## MINIMUM QUALIFICATIONS

### Education:

Professional Certification, Bachelor's or advanced degree in Accounting, Auditing, Forensic Accounting, Finance and/or Fraud Examination; Certified Fraud Examiner (CFE) by the Association of Certified Fraud Examiners, Certification as a Certified Public Accountant (CPA) preferred, but not required.

### Experience:

A minimum of three (3) of professional paid public accounting experience working with law enforcement, public or private sector financial investigations, or the insurance industry in performing duties of this nature preferred; or at least five (5) years related experience.

## KNOWLEDGES, SKILLS & ABILITIES:

### Knowledge of:

- Principles and practices of accounting necessary to analyze and evaluate complex accounting transactions.
- Auditing standards and procedures
- Knowledge and application of direct and indirect methods of proof in identifying sources of unreported income.
- Principles and practices of electronic data processing necessary to audit financial records.
- Analytical software, such Microsoft Office (particularly Excel), Adobe Acrobat, Omnipage, and the ability to learn the BANK SCAN program and the IBM I2 Analysts Notebook
- BSA/AML filing requirements with FinCEN and the ability to learn query process.
- Advanced understanding in one or more of the basic accounting processes (e.g., U.S. Generally Accepted Accounting Practices (GAAP), Corporate Filings and Financial Statements)

### Ability to:

- Analyze and evaluate financial data and draw conclusions and recommendations.
- Prepare comprehensive, complex accounting and statistical reports.
- Reconstruct books and records that have been destroyed or from other financial sources.
- Prepare graphical representations of findings and conclusions.
- Utilize analytical software and compile database materials.
- Initiate, plan, and complete work assignments with a minimum amount of direction and control
- Provide expert testimony in court regarding audit findings and accounting procedures.
- Research various laws and regulations related to accounting and auditing.
- Determine where the evidence for reconstructing financial transactions can be developed.
- Know the rules of criminal procedure in obtaining, perfecting, and preserving such evidence to ensure admissibility in court proceedings.
- Identify and detail probable cause in financial transactions that could be used in an affidavit for search warrants.
- Demonstrate proficiency in proving illicit income/gain with the use of direct and indirect methods such as cash expenditures, source and application of funds, bank deposits, and net worth analysis.

## HOW TO APPLY

Please send us a cover letter and resume, also complete our DA [Job Application](#). Email to the District Attorney Recruitment Unit at [DARecruiting@acgov.org](mailto:DARecruiting@acgov.org).

**The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, sexual-orientation, or physical ability are encouraged to apply.**