

SENIOR ACCOUNTANT INVESTIGATOR (RACKETEERS)

General Statement of Duties and Responsibilities

Under general supervision, with considerable latitude for the exercise of independent judgment, performs difficult and responsible professional accounting work in conducting audits and investigations; performs related work.

Examples of Typical Tasks

Examines books and financial records of individuals, partnerships, corporations, labor organizations, and governmental agencies to obtain facts relating to matters under investigation.

Examines, in the course of an investigation, such records as financial documents, brokerage accounts, tax returns, accountants' work papers and accounting records.

Prepares accounting data and reports for presentation to the grand jury and other investigative bodies.

Reconstructs books and records in cases where records are either incomplete, missing or have been destroyed.

Drafts subpoenas for obtaining books, records, and documents; interrogates witnesses and complainants.

Confers with representatives of other governmental agencies.

Performs a variety of related accounting tasks as required.

Qualification Requirements

1. A baccalaureate degree from an accredited college with a major in accounting and four years of full-time accounting or auditing experience;
or
2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.