



NYC Job Posting ID #532567

*POSITION AVAILABLE*

**Economic Crime Jr. Accountant**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE ROLE**

The Economic Crime Jr. Accountant will report directly to the Forensic Accountant in the Economic Crimes Bureau and be responsible but not limited to the following duties:

- Perform analytical work in the compilation and examination of complex data in criminal investigations involving money laundering, larceny, and other financial crimes;
- Review and analyze information gathered during criminal investigations as well as utilizing complex databases and analytical software to prepare maps, charts, graphs, reports, spreadsheets and link analysis to support attorneys and law enforcement;
- Analyze statistical data to trace funds through a variety of accounts;
- The Economic Crime Jr. Accountant may be called upon to testify in court regarding analysis performed during investigations;
- Ability to review voluminous financial records and to advise or assist in the investigation of alleged fraud.
- Other duties as assigned.

**MINIMUM REQUIREMENTS**

1. Bachelor's degree in Accounting or Finance, from an accredited college
2. Education and/or experience which is equivalent to "1" above.

**PREFERRED SKILLS**

- Self-starter with good creative and critical thinking skills and a structured analytical approach.
- Excellent verbal, written and professional interpersonal communication skills.
- Strong analytical, problem-solving, and time-management skills.
- Detail-oriented while meeting competing deadlines in a fast-paced environment;
- Strong record keeping skills and detailed oriented.
- Excellent verbal, written, research and professional interpersonal communication skills.

- Proficiency in analytical software and/or experience using Microsoft Office programs, and Excel.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$45,000 - \$55,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **May 27, 2022**, or until filled

**TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **532567**
- Click on the job business title: **Economic Crime Jr. Accountant**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.