



OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT
STATE ATTORNEY BRIAN HAAS
SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES

JOB ANNOUNCEMENT

JOB TITLE:	ECONOMIC CRIMES ACCOUNTANT		
DEPARTMENT:	FELONY - ECONOMIC CRIMES DIVISION		
CLASS CODE:	6262	CLOSING DATE:	2/28/19
PAY GRADE:	48	WORK SCHEDULE:	M-F 8AM-5PM
SALARY RANGE:	\$2,917.93-\$5,930.12	JOB LOCATION:	Bartow
EEO CODE:	02	FLSA STATUS:	Excluded
POSTING DATE:	2/1/19	RETIREMENT:	Regular

DISTINGUISHING CHARACTERISTICS OF WORK:

This is highly independent accounting work pertinent to the prosecution of criminal cases assigned to the Economic Crimes Division of the State Attorney's Office.

An employee in this position is responsible for reviewing and auditing financial documents produced as a result of discovery in criminal cases; generating reports and/or statements to be utilized in the prosecution of cases; and giving testimony in various court proceedings as such pertains to evidence being produced.

Work is performed under the general supervision of the Division Chief and is reviewed through reports and personal conferences for results obtained.

ILLUSTRATIVE DUTIES:

- Review and audit financial documents produced as a result of discoveries; identify inaccuracies, such as math errors, missing or inaccurate information; identify standard pre-established accounting codes;
- Assist attorney and investigators to determine the validity, authenticity, and legality of financial documents;
- Prepare necessary reports and/or statements to be utilized in the prosecution of cases;
- Evaluate systems and procedures of external agencies as such pertains to the investigation and/or prosecution of a case;
- Present testimony in various court proceedings;
- Perform related work as required.

NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply generally accepted accounting principles in auditing financial activity;
- Ability to analyze and interpret accounting data, compile data, and generate reports and basic information;
- Ability to communicate effectively with managers, staff, and give clear and concise testimony in court proceedings;
- Ability to establish and maintain effective working relationships with others;
- Ability to plan, organize, and coordinate work assignments;
- Ability to understand and apply applicable rules, regulations, policies, and procedures relating to an accounting program;
- Ability to use personal computers and general office equipment;
- Ability to utilize problem-solving techniques;
- Ability to work independently; utilize problem-solving techniques; understand and apply applicable rules, regulations, policies and procedures as such pertain to the principles of accounting;
- Knowledge of accounting principles, practices and procedures;
- Knowledge of Outlook, Excel, and Word;
- Knowledge of the methods of data collection;

EDUCATION/MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with major course work in accounting or business administration, provided the latter included fifteen semester hours of accounting, and two years of professional auditing experience.

A master's degree in accounting or possession of a C.P.A. certificate will substitute for one year of the required experience.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

HOW TO APPLY:

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.