

**DIRECTOR OF INVESTIGATIVE ACCOUNTING AND ECONOMIC
CRIMES INVESTIGATIONS (QUEENS DA)**

General Statement of Duties and Responsibilities

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, oversees, administers and implements Queens District Attorney's Office investigative accounting and related economic crimes effort. Performs highly confidential managerial work aimed at protecting the community from fraud, abuse, or other criminal activity and related areas. Directs and supervise staff and units performing functions related to Office's investigative accounting/ economic crimes effort, consults on areas of expertise, or performs related work.

Examples of Typical Tasks

Oversees staff of investigative accountants and financial analysts, including Supervising Accountant Investigators and Principal Accountant Investigators, in confidential economic and white collar crime investigations and prosecutions.

Serves as liaison for the Office with outside agencies on economic crime matters, including IRS, New York State Tax, FINCEN, other fellow federal, state and local law enforcement, and banking and credit card institutions.

Oversees staff in the gathering of documentation and evidentiary material; detailed analysis of banking, credit card and other financial documentation related to ongoing investigations and prosecutions; conducting of witness interviews; and preparation of records for use in investigations, prosecutions and trials.

Performs confidential studies and/or research for the District Attorney.

Advises the District Attorney and his executive staff on the development and implementation of new approaches and County-wide strategies to address the complex and diverse issues of economic crimes in this community.

Represents the District Attorney through attendance at meetings, hearings or other events and may present on Office programs on his behalf.

DIRECTOR OF INVESTIGATIVE ACCOUNTING AND ECONOMIC CRIMES
INVESTIGATIONS (QUEENS DA) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, managerial experience in management, in Business or Public Administration, Accounting, Auditing or a related field, and 8 years of full time paid professional accounting or auditing experience, including two (2) years in Criminal Justice or a related field.
2. Education and/or experience equivalent to "1" above.

Direct Lines of Promotion

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