

Investigator-Financial

Job ID 249629

Location Atlanta, Georgia

Full/Part Time Full-Time

Regular/Temporary Regular

Job Summary

Proactively plan, conduct, document, and present results of investigations in accordance with applicable professional standards and legal requirements. This position will interact on a consistent basis with: Ethics & Compliance management and staff, investigation subjects both internal and external to the Institute, and representatives from external agencies. This position typically will advise and counsel: Ethics & Compliance management and staff. This position will supervise: N/A.

Responsibilities

Job Duty 1 -

Review, triage, and assess all financial allegations of fraud, waste, and abuse by reviewing all relevant policies, determining and prioritizing witnesses to interview, and determining applicable financial and computing resources needed to thoroughly investigate claims.

Job Duty 2 -

Lead special projects designed to increase investigation process efficiencies or lead campus wide efforts to educate and mitigate ethical issues.

Job Duty 3 -

Lead and document witness, complainant, and respondent interviews and interrogations using advanced interviewing techniques required to make credibility determinations.

Job Duty 4 -

Prepare written reports of investigative findings that accurately capture all relevant details and root cause and make appropriate Institute process improvement recommendations necessary to prevent future occurrences.

Job Duty 5 -

Prepare oral/written interim investigative updates as requested to Institute leadership, University System of Georgia, law enforcement, or outside counsel; provide investigative support as requested to external investigative and enforcement agencies, or outside counsel.

Job Duty 6 -

Compile and maintain custody and integrity of all evidence necessary to support complex administrative actions and proceedings including employment terminations and Faculty tenure revocations.

Job Duty 7 –

Lead a specialty triage team that coordinates with other Institute subject matter experts to lead decisions for appropriate assignment and analysis of allegations received and escalation as needed.

Job Duty 8 -

Develop, conduct, and lead education and training sessions on investigation trends/findings to inform executive leadership of areas of concern and drive Ethics and Compliance programming and efforts in units as well as campus wide.

Job Duty 9 -

Work collaboratively within the Office of the General Counsel on any coordinated projects with overlapping areas of responsibility.

Job Duty 10 -

Perform other related duties as assigned.

Required Qualifications

Educational Requirements

Bachelor's degree in Accounting, Auditing, Information Technology or related field, or equivalent combination of education and experience.

Other Required Qualifications

Certified Fraud Examiner (CFE), Certified Compliance & Ethics Professional (CCEP), Certified Internal Auditor (CIA) or other related certification.

Required Experience

Four to six years of relevant investigative experience.

Preferred Qualifications

Preferred Educational Qualifications

Juris Doctorate.

Knowledge, Skills, & Abilities

SKILLS

This job requires advanced knowledge of formal investigation and interview techniques. This includes skills in data collection, preparation, analysis and reporting as well as planning and communications. Use of office and specialized computer applications is required.

Equal Employment Opportunity

Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.

Other Information

This is not a supervisory position.

This position does not have any financial responsibilities.

No, this position will not be required to drive.

This role is not considered a position of trust.

This position does not require a purchasing card (P-Card).

This position will not travel

This position does not require security clearance.

Job Grade: A9