

- Accounting and auditing principles and methods
- Budgetary process
- Adobe Acrobat

Skilled in:

- Microsoft Word, Excel and Outlook
- Various automated accounting software packages
- Accounting and auditing
- Forensic accounting techniques
- Working with data from downloaded sources
- Report writing

Ability to:

- Testify effectively
- Audit financial systems, procedures, and records
- Interpret and analyze financial data
- Interpret policies and procedures
- Create ADA compliant forms and documents using Adobe
- Think logically and effectively problem solve
- Organize and prioritize work
- Execute short and long range planning
- Communicate effectively and professionally, both oral and written
- Tactfully manage difficult situations
- Demonstrate initiative in group projects and individual settings
- Operate well under pressure and in a team atmosphere
- Consistently provide an excellent service-oriented attitude
- Use discretion and independent judgment
- Travel
- Learn The Rules Regulating The Florida Bar

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Bachelor's Degree in Accounting (proof of degree required at interview).

Required Minimum Professional Work Experience:

Four (4) years of forensic accounting, internal auditing, fraud examination, public accounting or similar professional experience in an inspector general or compliance unit.

Required Licensure Certification(s):

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

Additional Information:

Highly preferred - active Florida CPA, CIA or CFE certificate. Present certificate at interview.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.