

Certified Fraud Examiner Job Description

Duties and Responsibilities:

- Oversee the installation of surveillance equipment and tracking devices as part of fraud deterrence strategy
- Initiate action plans for the identification and resolution of financial crimes in an organization
- Interview witnesses to obtain statements useful in establishing the facts of an investigation
- Assess financial records, bank statements and other relevant documentation for discrepancies
- Liaise with attorneys and law enforcement agents to facilitate the apprehension of offenders
- Design and implement procedures and programs necessary for the detection and prevention of fraud
- Provide fraud investigators with useful information/evidence required in establishing the facts of an investigation
- Conduct evaluation and appraisal of business operations to identify areas with risk of fraud and proffer recommendations on ways to adjust accordingly
- Carry out analysis to trace the path of missing funds in order to locate hidden assets
- Utilize specialized computer software and statistical programs to speed up the rate of investigative process
- Provide testimony as an expert witness during legal proceedings
- Prepare and present to appropriate authorities detailed reports of an assessment
- Conduct seminars to educate accountants and business executives on the importance of regular audits and ways to identify a possible fraud
- Participate in educational programs and conferences to improve on existing job knowledge
- Prepare evidences for presentation during court proceedings.

Certified Fraud Examiner Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a certified fraud examiner, you require a Bachelor's degree in any of finance, accounting, or criminal justice, or in a similar discipline. You also require certification from the Association of Certified Fraud Examiners
- **Analytical Skills:** Certified fraud examiners are skilled in conducting surveys and analysis of documents to verify suspicions of fraud
- **Communication Skills:** They are adept at interviewing and interacting with witnesses to establish the facts of an examination
- **Observational Skills:** They are well versed in detecting fraudulent activities in an organization.