

Title: HIDTA Senior Financial Analyst (SFA)
Location: Houston HIDTA Major Drugs Squad, Houston, Texas
Hiring Salary: \$105,000 min- \$132,000 max yearly

This is a contract position offering no paid health/retirement benefits
Date of Posting: January 3, 2024 **Close date:** February 13, 2024

Educational and Experience Requirement:

Bachelor's degree plus a minimum of ten years of law enforcement experience planning, conducting and participating in complex financial investigations. A minimum of five years' experience in a specialized area of expertise such as Forfeiture, Organized Crime, White Collar Crime, Fraud, Drug, Money Laundering, or similar area of criminal activity is required.

Nature and Purpose of Position:

Organizes and conducts detailed examinations of information generated during complex financial criminal/civil investigations and information available through alternative sources for the purpose of conducting financial analyses of personal/business assets of targeted organizations/individuals. Utilizes information obtained as a result of the financial analysis and prepares documentation for use by law enforcement personnel to further identify the scope and scale of target organizations in addition to pursuing civil and criminal forfeiture matters.

Primary Responsibility:

Works and supports law enforcement and intelligence analyst personnel with financial analysis of financial records in furtherance of on-going criminal/civil investigations. Performs research using law enforcement and commercial databases, organizes and summarizes data, prepares written reports and biographical data sheets. Prepares grand jury subpoenas, organizes and disseminates financial information, conducts financial analysis, prepares graphs, charts, PowerPoint presentations and other visual aids when needed. Ability to perform data input regarding people, vehicles and financial information into criminal databases and investigative software. Performs other related duties as assigned.

Supervision Given & Received:

Work is performed under minimum supervision. This is a non-supervisory position.

Other Specifications:

Must have the ability to multitask and perform in high pressure situations and present a professional demeanor that represents the Houston HIDTA in an appropriate manner.

Requires proficiency in Microsoft Office applications. CLEAR, Dun & Bradstreet, LexisNexis, PowerBI, Concorde Applications, Excel Pivot Tables, i2 Analyst's Notebook

Must have the ability to obtain and maintain a Secret security clearance.

Preferences:

- Experience using FINCEN, TRAC, Fedwire, and working with electronic payment methods like CashApp, Zelle, Venmo, digital wallets, cryptocurrency, and Fedwire, in financial investigations preferred
- Thorough Knowledge of Bank Secrecy Act provisions
- Active Secret clearance preferred.
- Experience as a financial analyst preferred

This is a grant funded position. Continuation of the position is contingent upon continued funding

Any incurred relocation expenses are the responsibility of the employee.

How to Apply:

Résumés should specifically address the items in this announcement.

Send résumés via U.S. Mail or express courier to:

HIDTA MDS Assistant Special Agent in Charge
1433 West Loop South
Suite # 600
Houston, TX 77027

Or via e-mail to: Matthew.E.Fihlman@dea.gov

Direct any questions to Laura Andrade 571-324-8127.