



## FBI BUSINESS ANALYSIS AND ADMINISTRATION: An Inside Look

Business Analysis and Administration professionals in the Federal Bureau of Investigation (FBI) carry out a wide range of day-to-day functions that support the agency in its administrative and investigative operations. With every assignment, they devote their integrity, accountability and skills to fulfilling the FBI mission.

Located throughout all FBI divisions, Business Analysis and Administration employees provide support at every level by boosting efficiency, managing funds across departments, tracking money trails and overseeing the agency's budget of more than \$8 billion. Opportunities are also available in a wide range of other professional functions, ranging from Executive Assistants to Management Consultants.

### Strategic Thinking, Attention to Detail

Successful applicants in all business tracks must have an aptitude for and interest in business and operations. Fluency in English is required; exemplary written and oral communication skills are a must. Applicants should be able to think strategically while maintaining attention to detail. Project management skills are a plus.

The FBI offers entry-level positions with the potential for advancement, as well as positions for professionals with vast work experience. Training opportunities for continued growth and development are available in various forms.

Individuals in these roles are often called upon to partner with Special Agents to unravel financial fraud schemes; assist in financial crime prosecutions; identify subjects, assets and other crimes through financial records; and support the FBI financial division through administrative assignments.



The FBI offers two tracks for candidates in Business Analysis and Administration. The first track is administrative, dealing with customer-focused and departmental jobs in finance, accounting, fiscal planning, reporting and budgeting. The second track focuses on accounting skills in the complex investigative capacity of forensic accounting.

## A Range of Options

The following are business specialties for which the Bureau actively recruits.



### Administrative Specialist

Coordinate services to increase efficiencies in various areas.



### Information Management Specialist

Handle routine and sometimes complex records management and liaison functions.



### Auditor

Develop audit plans and programs to evaluate changes in practices, policies and managerial systems and recommend internal controls.



### Government Information Specialist

Provide experienced analysis, recommendations and responses to complex requests for information in the legal and records management offices.



### Management and Program Analyst

Research and develop projects in budget and financial management, compliance, forecasting and more.



### Contract Specialist

Award, administer and terminate federal contracts through the research and development of construction projects and procurement of supplies and services.



### Human Resources Specialist

Help develop policy and provide procedural guidance in human resource specialties across the FBI.



### Accountant/Accounting Analyst

Classify, record, report and reconcile accounting information to ensure utilization of proper account structure, rules and accounting theory.



# Becoming an FBI Employee Takes Dedication

The role of an FBI employee is a demanding and rewarding job and requires stringent entry qualifications. Those who complete the process become part of an elite team that assists to preserve national security.

## Minimum Qualifications You must:

- » Be a U.S. citizen.
- » Be able to obtain a Top-Secret Clearance.
- » Meet all educational requirements.

## Business Analysis and Administrative

- » Bachelor's degree (or higher) from an accredited institution.
- » Relevant experience, certifications and/or continuing education in the selected field.

## Accounting and Finance

- » Degree in accounting, finance or another related discipline.
- » Strong analytical and communications skills; ability to collaborate.
- » Additional licenses, certifications and other postsecondary education.
- » Experience with government contracting and budgeting.

## Automatic Disqualifiers

- » Non-U.S. citizenship.
- » Conviction of a felony.
- » Violation of the FBI Employment Drug Policy.
- » Default on a student loan insured by the U.S. government.
- » Failure of an FBI-administered drug test.
- » Failure to register with the Selective Service System (males only).
- » Knowingly or willfully engaged in acts or activities designed to overthrow the U.S. government by force.
- » Failure to pay court-ordered child support.
- » Failure to file income tax returns.

## OUR core VALUES:

Rigorous Obedience to the Constitution

Respect

Compassion

Fairness

Integrity

Accountability

Leadership

Diversity

## Applicant Process

If you're inspired by our mission, here's what you need to know about the application process:

### STEP 1 INFORM & APPLY

Visit [FBIJobs.gov](http://FBIJobs.gov) to view careers and open positions.

### STEP 2 TESTING

The hiring process varies depending on the job and can take a year or more.

### STEP 3 CONDITIONAL JOB OFFER & BACKGROUND INVESTIGATION

Once accepted, you will undergo an intensive background investigation including:

- » Polygraph examination.
- » Credit and records checks.
- » Drug test.
- » Interviews with former and current colleagues, neighbors, friends, etc.

### STEP 4 FINAL JOB OFFER & ONBOARDING

Once accepted, all employees attend the FBI Academy in Quantico, VA, for a short new employee introduction course. Employees may remain at Quantico for job-related training.

