



Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Tobacco Data Analyst Consumer Protection Division

The Tobacco Analyst position is part of Tobacco Enforcement within the Consumer Protection Division. The analyst assists the Tobacco Enforcement team in analyzing tobacco compliance and sales data for Tobacco Product Manufacturers to ensure compliance with the Tobacco Master Settlement Agreement. The analyst reports to the Division's Consumer Litigation Section Chief.

Responsibilities:

- Gather, analyze, reconcile, and summarize large, complex raw data sets regarding tobacco sales to make the data usable and understandable, including:
 - Analysis of large, potentially incomplete, data sets to perform escrow analysis and assist in collection efforts, including examination of reports, receipts, invoices, purchase orders, financial statutes and other documentary evidence from regulated entities and third parties.
- Communicate deficiencies to the Tobacco Enforcement Deputy Attorney General ("DAG"), Special Tax Division and Audit Division within the Department of Revenue ("DOR"), and the Alcohol and Tobacco Commission ("ATC"), as applicable.
- Conduct audit investigations of Indiana's regulated tobacco entities and third parties and make recommendations regarding the findings.
- Assist the Tobacco Enforcement DAG in reviewing Indiana's annual Master Settlement Agreement calculations, instructions, and notices to identify any potential miscalculations or incorrect instructions.
- Review historical tobacco related documents for over 100 tobacco product manufacturers and analyze for proper escrow collection and prepare for upcoming escrow release.
- Prepare documents related to position to be used as evidence and testify at potential judicial proceedings, including potential arbitrations related to tobacco enforcement.

Skills/Requirements:

- A bachelor's degree in a business-related field with at least 18 semester hours of coursework in Accounting.
- Extensive knowledge of generally accepted accounting principles, investigative and fact-finding principles and practices, and principles and methods of data collection, analysis, and evaluation.
- General knowledge of common financial and business recordkeeping, including computerized data records, and corporate structures, including subsidiary activities and companies
- Skill in reviewing accounting transactions for conformance with generally accepted accounting principles, constructing an organized and detailed account of financial transactions from disorganized records, interpreting financial statements and other financial reports, and preparing written reports.

- Proficient computer skills required, including skill in Microsoft Excel, word processing (Word 2007 or equivalent), email (Outlook 2007 or equivalent).
- Excellent written and oral communication skills are required, including the ability to draft and edit correspondence and court documents.
- Must have the ability to work with stakeholder companies, representatives, other state agencies and co-workers to obtain information in a timely manner.
- Must have the ability to work independently.
- Attention to detail and organizational skills a must.
- The qualified candidate must pass a thorough background investigation and possess a valid Indiana driver's license.