

Prescreen Employees

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One of the fundamental steps an organization can take to ensure the proper safeguarding of assets is to know who is working within your organization. A great place to start is by properly screening a new potential hire before they are given the keys to the front door and become a part of the organization.

Based on the most recent study from the Association of Certified Fraud Examiners, it is estimated that 7% of people who commit occupational fraud, things like embezzlement, have been convicted of fraud in the past. 12% have actually been fired from a previous job due to fraudulent activity.

These may seem like small numbers, but there is one thing that we should be able to agree on. We do not want someone who already has a “known” history of stealing to be your organizations new accountant. Entrusting the assets of an organization with a person who has already used their position to steal from a former employer is a recipe for disaster.

A good rule of thumb for any organization looking to add staff, especially if this person is going to be responsible for handling cash, inventory, payroll or any accounting function for that matter, is to prescreen the finalists.

To begin with we recommend to our clients that they start with the job application process and make it known that the organization will be conducting background checks prior to filling the position. These background checks should include:

- A Criminal history
- A Credit report
- A Job Performance / reference check
- Education and licensing verification

Many would be fraudsters will move onto the next organization if they believe your organization will actually look into their past. Again, this will not guarantee that they will avoid your organization. Many organizations simply do not perform background checks. By taking this step in you’ve created a real deterrent to the serial / convicted fraudster. There are many easy targets for them to take advantage of, don’t let your organization be one of them.

Resume fraud is also on the rise. The assumption of too many people is that those little details about actually graduating or attending for that matter, a certain college is something that will never be checked. Don’t fall victim. Let your potential hires know you are serious about building the right team and that application and details will be scrutinized. Setting the right tone for the organization at the onset helps ensure that everyone understands that fraud, in any form, will not be tolerated.

The best way to strengthen the organization and its mission is by assembling the best possible team. With the continuing pressure of a tightening economy, diligence in how our organizations operate is key to weathering both the down times and taking advantage of the up times.

About Bob Brown:

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