



**Division of Social Justice
Charities Bureau- NYC
Student Assistant for Accounting
Reference No. CHA/ACC_NYC_PUGS_SUM_2023**

Application Deadline is April 14, 2023*
2023 Summer Paid Placement for Graduate or Undergraduate Students

The [Charities Bureau](#) of the New York State Office of the Attorney General (OAG) has a paid placement available during the 2023 Summer Program for accounting students. The Bureau registers and monitors over 60,000 not-for-profit organizations, and its accountants are responsible for ensuring that these organizations' financial information complies with the Internal Revenue Code in preparing their Internal Revenue Service forms 990 and 990PF. The accountants in the bureau are also responsible for ensuring that the organizations' audited and reviewed financial statements comply with the Financial Accounting Standard Board's Generally Accepted Accounting Principles and the American Institute of Certified Public Accountants' Generally Accepted Auditing Standards.

The Student Assistant for Accounting will assist the accountants in the Charities Bureau's with the following:

- Reviewing the Internal Revenue Service (IRS) form 990 and form 990PF for compliance with the Internal Revenue Code and IRS instructions;
- Reviewing auditors' work papers for compliance with Generally Accepted Auditing Standards;
- Assisting the Bureau's accountants with research projects involving the AICPA's auditing clarity standards;
- Participating in various litigation support projects;
- Creating spreadsheets in Excel to report on information gathered from reviewing financial documents; and
- Other duties/projects as assigned.

Applicants must be majoring in accounting or taxation at an accredited college or university, be proficient in the Microsoft Office Suite, and be highly organized, detailed-oriented, and able to work well independently and as a member of a team.

Summer Program Details

- **The format of this placement is remote.** Students who are working in a remote placement will telecommute for the duration of their placements. Students in this format must have access to a reliable computer, a secure internet connection, a phone and a sufficiently quiet and private workspace to telework.
- **To be eligible for a paid summer placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from students who will be starting college/university during the fall 2023 semester will not be considered.**
- Undergraduate and Graduate students hired for the program will work full-time (37.5 hours/week) for the 8 weeks of the program. The program will run from June 5 – July 28, 2023. Students hired for the program must be available to work during these dates and for the entire 8 weeks of the program.
- Applications will be received online until **April 14, 2023**, and paid placement offers will be made on a rolling basis.*
- The selected candidate will be hired as a student assistant and paid hourly at the graduate student rate, which is \$16.54, or undergraduate student rate, which is \$16.24.
- Applicants must be available to meet by video conference for interviews.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for summer placements are being received online. To apply, please click on the following link: [CHA/ACC NYC PUGS SUM 2023](#)
- Please apply to **no more than three (3)** bureaus/regional offices.
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- The application deadline is **April 14, 2023**, but please be advised paid placements will be filled on a rolling basis.
- **The following four (4) documents are required for each application that is submitted:**
 1. **Cover Letter**
 - You may choose to address to the Legal Recruitment Unit, 28 Liberty Street, New York, NY, 10005.
 - Indicate why you are interested in a placement with the OAG and what makes you a strong candidate.
 - Please indicate your format preference: hybrid or remote.
 2. **Resume**
 - Ensure your resume is complete and current prior to submitting your application.
 3. **List of three (3) references.**
 - Submit only professional (i.e., supervisor or professor) references.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the placement.
 4. **Writing Sample**
 - Select a sample from an assignment you prepared for school that demonstrates your ability to analyze and organize information into an effective document.
 - We recommend submitting a sample that is 5-10 pages in length.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a summer placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.
- Please allow at least three (3) weeks for your application to be processed and reviewed by the hiring bureau/regional office. You may submit an application status request [by clicking here](#).

If you have questions about a placement with the OAG, the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov.