Division of Social Justice
Charities Bureau – New York City
Student Assistant for Accounting
Reference No. CHA/ACC_NYC_PUGS_FALL_2024

Application Deadline is September 13, 2024*
2024 Fall Semester Paid, Part-Time Placement for Graduate or Undergraduate Students

The Charities Bureau of the Office of the New York State Attorney General (OAG) has a paid placement available during the 2024 Fall 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.

Fall Program Details

- **The format of this placement is remote.** A remote placement means students 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. *Please be advised, students hired for remote, paid placements must be available to complete their payroll onboarding paperwork in-person at the OAG's offices in Albany, New York City, or at one of the 13 regional office locations.*
- **To be eligible for a paid fall 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 are starting college/university during the 2024-25 academic year will not be considered.
- The student hired for this placement will be hired as a student assistant and work part-time for the fall semester (15 hours/week for 12 weeks for a total of 180 paid hours). Graduate students are paid the hourly rate of $17.55 and undergraduate students are paid the hourly rate of $17.23.
- Applications will be received online until **September 13, 2024**, and paid placement offers will be made on a rolling basis.*
- Students who are hired for the fall program may begin their placements on September 4, 2024, or after.
- U.S. citizenship and New York State residency are not required, but applicants must be eligible to be employed in the U.S.
- Applicants are encouraged to learn more about the OAG prior to submitting their applications by visiting the Divisions and Bureaus and Press Releases sections of the OAG's website.

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 fall placements must be submitted online. To apply, please click on the following link:
  CHA/ACC_NYC_PUGS_FALL_2024
- 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 **September 13, 2024**, but please be advised this placement will be filled on a rolling basis.*
- **The following four (4) documents must be submitted with your application:**
  1. **Cover Letter**
     - You may choose to address your letter to the Legal Recruitment Unit.
     - Indicate why you are interested in a student placement with the OAG and what makes you a strong candidate.
  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.
     - For each reference, indicate the nature and duration of your relationship.
     - Include contact information and email addresses for each reference.
     - Please note that 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 3-6 pages in length.

- **Failure to submit a complete application will delay the consideration of your candidacy.**
- Please submit your application for a fall placement at least three (3) weeks prior to any deadlines that could impact your candidacy and note this in your cover letter.

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.