The Budget and Fiscal Management Bureau (BFMB) in the New York State Office of the Attorney General (OAG) is seeking a talented graduate or undergraduate student for a paid, part-time internship; this position is located in Albany.

BFMB is responsible for the preparation, implementation and evaluation of the OAG’s annual budget. BFMB is also responsible for maintaining fiscal controls and liaising with the Governor's Division of Budget and the Office of New York State Comptroller (OSC).

Duties will include, but are not limited to the following:

- Verify invoices for agreement with purchase orders or contracts, ensure the required paperwork and approvals are present and then facilitate payment via the Statewide Financial System (SFS);
- Maintain procurement card records for time sensitive payments by confirming the proper approvals and receipts for monthly reconciliation in the SFS;
- Support the Travel Unit by auditing and entering employee travel reimbursements into the SFS in accordance with OAG and OSC travel policies.
- Review and maintain the payment e-mail account including forwarding messages and questions to the appropriate BFMB staff members for resolution and distributing and printing incoming invoices for payment;
- Update Access and Excel files for various contracts;
- Answer BFMB’s main phone line and help to maintain the Bureau’s conference room calendar;
- Assist with filing, photocopying, scanning and other office support tasks and special projects as needed.

We are seeking candidates with the following qualifications:

- Prior experience providing administrative support and/or working in a professional setting is required;
- Demonstrates a highly professional attitude with the mindset of providing prompt and courteous customer-service;
- Excellent verbal and written communications skills;
- Highly organized and detail oriented;
- Able to manage and prioritize multiple, time-sensitive tasks simultaneously; and
- Proficient using Word, Excel, Outlook and Access.

This is a paid position for 15 hours per week. The candidate selected for this position must be eligible to be employed in the U.S. and a full-time undergraduate or graduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the hourly rate of $13.86 for undergraduate students and $15.28 for graduate students. Candidates must be available to work for the full academic year.
HOW TO APPLY

Applications are being received online. To apply, please click on the following link:

BFMB_ALB_PUGS_FA/SP_2019-20

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

♦ **Cover Letter**
  - You may address to Legal Recruitment.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.

♦ **Resume**

♦ **List of three (3) references.**
  - Only submit professional (i.e., supervisor or professor) references.
  - Indicate your professional relationship to each reference.
  - Include contact information and email addresses for each reference.

♦ **Transcript**
  - Unofficial transcript is acceptable.

♦ **Writing Sample**
  - Submit any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills. Writing that exemplifies analysis pertaining to a scientific or environmental issue is preferred.

♦ **Failure to submit a complete application will delay the consideration of your candidacy.**

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