Division of Social Justice  
Charities Bureau  
Spring Accounting Externship – New York City  
Reference No. CHA_ACC_ NYC_EXT_FA/SP_2019-20

The Charities Bureau of the New York State Office of the Attorney General (OAG) has part-time externships for course credit open for graduate accounting students. The externship is located/available in the New York City office. The selected students must be eligible for course credit, as approved by their schools. Students with part-time availability (approximately 15 hours per week) during the fall and spring semesters are preferred.

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 to ensure 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.

Accounting externs will assist the accountants in the Charities Bureau’s with the following:

• Reviewing the Internal Revenue Service (IRS) form 990 and form 990PF forms 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, proficient in the Microsoft Office Suite, as well as being organized, detailed-oriented, and able to work independently as well as a member of a team.

At the time of hire, students are required to provide written confirmation from their schools indicating their acceptance into an externship program or an approved independent study. Additionally, this confirmation must indicate the appropriate externship contact at their school along with the parameters of the placement, including the employer’s responsibilities and the required minimum/maximum work hours to be completed. U.S. citizenship and NYS residency are not required.

HOW TO APPLY

Applications are being received online. To apply, please click on the link: CHA_ACC_ NYC_EXT_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**

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

♦ 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.