



**Social Justice Division  
Charities Bureau–New York City  
Student Assistant for Accounting  
Reference No. CHA/ACC\_NYC\_PUGS\_SPR\_2025**

**Spring Paid Placements for Undergraduate Students | Application Deadline is January 31, 2025\***

The [Charities Bureau](#) of the Office of the New York State Attorney General (OAG) has a paid placement available during the 2025 Spring 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.

**Spring Program Details**

- **The format of this placement is remote.** Students telecommute for the duration of their placements. On the days students work remotely, they need 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 OAG's offices in Albany or New York City or at one of the [13 regional office locations](#).*
- **To be eligible for a paid spring placement, applicants must be able to demonstrate they are full-time students in good academic standing as defined by their schools. Applications from student who will be starting college/university during the 2025 fall semester will not be considered.**
- The undergraduate student hired for this placement will work part-time for the spring semester (15 hours/week for 12 weeks for a total of 180 paid hours). The undergraduate student will be hired as a student assistant and be paid the hourly rate of \$17.23.
- Applications are accepted online until **January 31, 2025**, and paid placement offers are made on a rolling basis.\*
- Students who are hired for the spring program may begin their placements on January 22, 2025, or after.
- United States (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 OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public website](#).

*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 spring placements must be submitted online. To apply, please visit [CHA/ACC NYC PUGS SPR 2025](#)
- 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.
- Applications are accepted online until **January 31, 2025**, and placement offers are made on a rolling basis.\*
- **The following four (4) documents must be submitted with your application:**
  - Your documents should reflect your own thoughts/work product in text that was written by you.*
  - 1. Cover Letter**
    - You may choose to address your letter to the Legal Recruitment Unit.
    - Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
    - You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
  - 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**
    - Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
    - Submit a sample 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.
    - If needed, please include a cover page providing the reviewer with any relevant background information or context.
- Failure to submit a complete application will delay the consideration of your candidacy.
- Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
- Please submit your application for a spring placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter
- If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

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