



Administration Division
Budget and Fiscal Management Bureau -- Albany
Student Assistant for Payments
Reference No. BFMB_PUGS_2025

Paid Placement for Undergraduate Students | Application Deadline is March 7, 2025*

The Office of the New York State Attorney General's (OAG) [Budget and Fiscal Management Bureau](#) (BFMB) is seeking a motivated student to join its Payments Unit. BFMB is responsible for the preparation, implementation, and evaluation of OAG's annual budget. BFMB is responsible for maintaining fiscal controls and serves as the agency's liaison with the Governor's Division of Budget and the Office of the State Comptroller (OSC). There are five main units within BFMB: the Budget Unit, the Purchasing Unit, the Payments Unit, the Travel Unit, and the Revenue Unit.

Under the supervision of BFMB staff, the student will support the bureau's Payments Unit. The student's responsibilities will include the daily management of incoming mail, review/payment of invoices, reviewing procurement card reconciliations, and other projects as needed. The Payments Unit will provide the selected student with the training needed to complete their assigned tasks. **Applicants must have immediate availability.**

Duties:

- Assisting with reviewing and sorting incoming mail, distributing messages to the appropriate staff contacts, escalating urgent matters, and responding to questions;
- Verifying invoices for agreement with purchase orders or contracts, assuring required paperwork and approvals are present, and facilitating payment in the State Financial System (SFS);
- Reconcile monthly paper and credit card statements using SFS for OAG staff;
- Maintain paper and electronic files, office procedure manuals, retrieving files, and conducting searches to find requested materials;
- Reviewing procurement card logs for completeness and conducting follow-up as needed with OAG staff to request additional information and/or documentation;
- May assist Travel Unit with processing employee expense reports in SFS according to OAG and OSC travel policy and processing related requests; and
- Answering BFMB phones and completing various data entry and other projects/assignments as need.

Preferred Qualifications:

- Applicants who are pursuing a degree in accounting, economics, finance, business administration, or another related field are desirable;
- Comfort using technology to complete work and proficiency using Word, Excel, and Outlook;
- Displays sound judgment and is capable of handling confidential and sensitive information with discretion;
- Proactive, organized, and detail oriented;
- Ability to prioritize and self-manage multiple time-sensitive tasks effectively; and
- Brings a customer and team-focused mindset to the work with the goal of providing prompt and accurate support to OAG staff and vendors.

Placement Details

- **The format of this placement is hybrid.** Therefore, the selected student must be available to report to work at the BFMB office in Albany at a schedule specified by their supervisor. On the days the student works remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.

- **To be eligible for a paid 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 2024-25 academic year will not be considered.**
- Applicants must be available to work 15-20 hours per week during regular business hours. We are seeking applicants who are available to work during the spring and summer terms. *Please be advised rehire for an additional term is possible but neither automatic nor guaranteed.*
- The selected undergraduate student will be hired as a student assistant and paid hourly at the undergraduate student rate, which is \$15.91.
- Applications are accepted online until **March 7, 2025**, and paid placement offers are made on a rolling basis.*
- 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 this placement must be submitted online. To apply, please visit [BFMB PUGS 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 March 7, 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.
 - 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.
 - 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 this 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.