



OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Criminal Justice – Forensic Audit Section Volunteer Undergraduate/Graduate Accounting Interns

New York City Office - Reference Code: DCJ_NYC_VUGS
Albany Office - Reference Code: DCJ_ALB_VUGS

The Office of the New York State Attorney General (“OAG”) has part-time internship positions for volunteers or externships for course credit open for undergraduate and graduate accounting students. The internships and externships are available in the New York City and Albany offices within the Division of Criminal Justice Forensic Audit Section. These unpaid positions are available for the fall and spring academic terms, as well as the summer.

The Office is seeking bright, dynamic, hard-working and motivated students to assist our Forensic Auditors with financial investigations. Candidates must possess excellent analytical, organizational and time management skills. Candidates must be proficient in spreadsheet, database and presentation software. Duties may include but not limited to: data entry; review and analysis of tax returns, bank and financial statements, as well as other items as needed relating to an investigation; and other duties as assigned. The ability to work independently and collaboratively as a member of a team is essential.

The individuals who are selected for these positions must be full-time students. Students commit to work part-time (15 hours/week) during the fall or spring terms or whatever is required for their externship, as agreed to by the OAG. During the summer, students may work up to 37.5 hours per week (full-time), as mutually agreed.

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

HOW TO APPLY

Applications are being received online. To apply, please click on the appropriate reference number below and you will be taken to the online application page for that particular intern position.

New York City Office - Reference Code: [DCJ NYC VUGS](#)
Albany Office - Reference Code: [DCJ ALB VUGS](#)

Applicants must be prepared to submit a complete application consisting of the following:

- ◆ **Cover Letter*** (*You must indicate in your cover letter whether you’re applying for the Fall, Spring or Summer semester*)
- ◆ **Resume**
- ◆ **List of three (3) references with contact information and email addresses**
- ◆ **Transcript** (*Unofficial is acceptable*)

**You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*

For questions about an internship or externship with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the Office, please visit our website: www.ag.ny.gov.