

Job Description

Job Title	Graduate School Intern (OSA #10116670)
Job ID	150314
Posting End Date	01/03/2025
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Temp, Non-Bud, Non-Ben 6Mo
Agency	State Auditor
Job Posting Type	Continuous Job Opening
For more Job Requirements & Classification Description:	Click Here

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Salary

\$19.82 - \$31.71 Hourly

\$41,218 - \$65,949 Annually

This position is a Pay Band 60

Posting Details

This posting will be used for ongoing recruitment and may close at any time. Applicant lists may be screened more than once.

The New Mexico Office of the State Auditor (OSA) has two statutory purposes: (1) to ensure that the financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of the state auditor's office designated by the state auditor or independent auditors approved by the state auditor and (2) cause the financial affairs and transactions of an agency to be audited in whole or in part. Section 12-6-3, NMSA 1978.

Why does the job exist?

The purpose of the Internship position is to provide mutually beneficial outcomes for the Office of the State Auditor (OSA) and the Intern. The successful candidate will work alongside Auditors, Examiners, and Certified Public Accountants to receive hands-on experience in the field of government auditing while providing support to the professional staff of the OSA. The position is paid to advance the workflow within the 5 divisions operational under the authority of the OSA.

How does it get done?

Job duties include project work, background work, and work related to triage issues that arise during the normal ebb and flow of business. Examples of primary/project, background, and day-to-day work include, but are not limited to: Audit preparation and research, developing data analysis and management reports, research, developing materials and manuals to meet quality review requirements, conducting tests, writing recommendations, and other duties as assigned. Duties assigned will begin at entry level tasks and increase in complexity as job knowledge increases. The purpose of the position will enable the intern to be productive and have a well-rounded learning experience while filling the needs of the OSA.

Who are the customers?

Office of the State Auditor employees and executive leadership, governmental agencies and Independent Public Accountants (IPAs)

Ideal Candidate

Be motivated to continuously learn by developing collaborative relationships
Work in a team environment and independently

Minimum Qualification

Currently enrolled in a Graduate School Program at an accredited college or university OR completion of at least two semesters (or equivalent) of a graduate level program at an accredited college or university within the last two (2) years.

Employment Requirements

Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Course Certificate within six (6) months of date of hire as a condition of continued employment. A pre-employment background investigation is required and conditional pending results.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required. Employees are periodically required to work at auditee's location for extended periods of time. Working extended hours to include evenings and weekends may be required.

Supplemental Information

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Terese Vigil (505) 469-5936. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.

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