



OSA Audit Internship Program

Office of the State Auditor

SUMMER INTERNSHIP (PERFORMANCE AUDITS)

Locations: Boston, Brockton, Chicopee, Marlborough

Posting: 3 month summer internship (12 weeks)
CSA200 -- \$20.00 / hr.

The Office of the State Auditor (OSA) offers a unique opportunity to work in a government environment that is high profile and has high expectations but is also committed to sustaining a healthy work/life balance.

GENERAL STATEMENT OF DUTIES:

The OSA conducts various performance audits of state agencies, departments, programs, and vendors who contract with the Commonwealth. The goal of the OSA is to conduct audits that will identify opportunities and provide recommendations to improve government operations by establishing accountability, improving the efficiency and effectiveness of operations, and enhancing the transparency of government activities.

Successful Interns come from many backgrounds. For this entry-level position, the OSA is looking for candidates who have strong communication and analytical skills, the ability to build effective working relationships, and a strong desire for professional development.

Please note that in response to COVID-19, OSA employees have the option of working from home (telecommuting) or working in an assigned office. At some point in the near future, employees will be expected to work 40% of their work week in office, with 60% telecommuting. Also, as a requirement of employment, all OSA employees are required to provide proof of COVID-19 vaccination, or provide a negative COVID-19 PCR test weekly in order to access offices or worksites.

SUPERVISION RECEIVED:

Work under the direct supervision of an Auditor-in-charge (AIC) who is at the level of Senior Auditor II or Audit Supervisor.

DUTIES AND RESPONSIBILITIES:

Interns at the OSA participate in audits of state government entities and government contractors. After a period of initial training and "onboarding," interns are assigned to an audit (in a region of the state) and, under the supervision of an AIC, are responsible for performing various audit-related tasks, including, but not limited to, conducting audit testing and preparing electronic work papers, attending and participating in meetings and interviews, employing analytical skills in assessing documents and records, and preparing various written documents.

Interns are required to travel to audit sites within the state and are expected to complete all of their assigned work in a timely and professional manner in accordance with OSA policies and Generally Accepted Government Auditing Standards (GAGAS).

At the completion of their internship, Interns undergo an evaluation that involves assessing their work performance.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate the following:

- A student in good academic standing working towards a bachelor's degree in accounting or a related field who preferably has already completed at least their junior year.
- Good oral and written communication skills.
- Familiarity working with Microsoft software (Office Suite).
- Good organizational skills and the ability to problem-solve and think critically and creatively.

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- The ability and desire to be a self-starter and follow through with assigned tasks within established timeframes with a minimum amount of supervision.
- Ability to effectively collaborate and develop good working relationships.
- Ability to exercise sound judgment.

No work experience is required, although preference may be given to those with relevant experience or demonstrated strengths in the areas of critical thinking and analytical reasoning. Interns will receive training on auditing techniques.

ADDITIONAL QUALIFICATIONS:

The following will be considered a plus in the intern selection process:

- Any work experience in accounting or auditing, particularly performance auditing.
- Demonstrated leadership potential.
- Experience using computer based research tools and other information sources.
- Experience in interviewing, writing reports, giving presentations and/or conducting research.
- Knowledge of state government operations.

We require that all applicants have a valid Massachusetts driver's license and that they maintain a safe driving record.

To apply, please send a copy of your resume to: OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume.