

***If your career goal is to make a difference, and you are looking for a rewarding intern opportunity, consider joining the dedicated professionals at the State of Colorado, Office of the State Auditor (OSA).***

Our professional staff strives to support state government and the citizens of Colorado while providing a healthy and opportunity based work environment. If you are the successful candidate for this exciting opportunity you can expect to benefit from:

- Central downtown location by the Capitol Building with transportation reimbursements for parking, and bicycle commuters.
- Outstanding opportunities for professional development and continued skills training
- Engaged and dedicated leadership

The Colorado Office of the State Auditor (OSA) serves as the government accountability arm for the citizens of Colorado auditing state agencies, colleges, universities, and other recipients of state funds. We are committed to promoting economical, effective, ethical, and equitable government. Our audits focus on reducing costs, improving the quality of services, and ensuring the accuracy and integrity of information. We are winners of National NLPES and NSAA awards for Excellence in Auditing and winner of the 2016 Denver Business Journal Healthiest Employer Award.

**Description of Job:**

The OSA is looking for Legislative Financial Audit interns who are passionate about improving Colorado and committed to results. We need creative, flexible, results-oriented team players with strong analytical skills, keen investigative instincts, and exceptional communication and people skills.

Our full-time (40 hours per week) paid internship program is designed to accomplish three things: 1) provide the intern an opportunity to work with a team on a relevant project(s) within our financial auditing division, 2) formally train and develop their skills, and 3) provide him/her with a realistic preview of what full-time employment would be like as an auditor. An intern's responsibilities are similar to that of a full-time Financial Auditor. Interns go through a series of training, team experiences, and agency interactions to help them orient to the OSA and understand auditing. Interns will be expected to:

- Interact with multiple levels of state government to assess government financial performance, stewardship, and operations.
- Analyze large volumes of information and data to evaluate agency financial activities in relation to statutes, regulations, fiscal rules, generally accepted accounting principles, and standards of program efficiency and effectiveness.
- Identify possible findings and recommendations in accordance with OSA guidelines.

**Key Competencies:**

- A strong aptitude for analytical thinking and problem solving.
- Strong organizational, and technology skills.
- The ability to gather and organize information to formulate and support decisions and opinions.
- Effective communication skills, verbal, written and presentation.
- Outstanding interpersonal skills.
- Ability to establish and maintain effective working relationships; conflict resolution; self-initiative and self-motivation; and a high aptitude for learning about issues related to state government.

- Applicants should possess skills and work ethic to work independently, as well as working effectively as part of an audit team.

**Minimum Qualifications:**

- Must be seeking (or have completed) a Bachelor's or Master's degree in Accounting. At a minimum, must be at the senior level and expected graduation by May 2016, recent college graduates welcome.
- Minimum 3.0 GPA. Transcripts will be requested to validate GPA as a part of the recruiting process.
- Strong analytical, organizational, and technology skills.
- Successful team player with outstanding interpersonal skills.
- Able to commit to 40 hours per week.

**\*\*You MUST submit official or unofficial transcripts if using your degree to meet the minimum requirements\*\***

Note: Pertinent updates to your application status can be obtained by logging into your application profile, and also provided via email. Please check the email you provided on your application profile (*and your junk email folders to ensure emails are not marked as spam*) for correspondence. **All status updates for this position will be sent via email.**

**Must be a resident of the State of Colorado to apply.**

**Important Information:** *Applications are a part of the selection process and will be reviewed to determine if you meet the minimum entry requirements for the position. Be sure your application specifically addresses the qualifications as listed in the minimum qualifications section of the job announcement. Resumes AND Cover Letters are required for this position. Clearly document specialized work experience, skills, and accomplishments that relate to the position duties and minimum qualifications on your application/ resume. Additional pages may be attached. When transcripts, licenses, certificates, etc, are required, make sure to include them with the application. Failure to submit required information by the application deadline may result in your application not being considered for the position. Applications will be reviewed by a qualified Human Resource Professional to determine if minimum requirements are met. If your application/ resume do not demonstrate that you meet these requirements, you will not be considered for the vacancy. You will be notified of the results of the application screening via email.*

**Conditions of Employment:**

Must submit to and successfully pass a pre-employment background check.

The Office of the State Auditor is committed to providing a safe and productive workplace. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Applicants are encouraged to submit applications **online** and upload the following materials no later than 12:00 Noon on the posted close date.

Your resume and cover letter must demonstrate that you meet the stated minimum qualifications for this position in order to be fully considered. Your application materials may be submitted electronically, which is the preferred method, or directly to the address listed below. Online applications are preferred, however, If Not Applying Online, you may: Mail OR Hand deliver resume and cover letter to: OSA Human Resources 1525 Sherman Street, 7<sup>th</sup> Floor, Denver, CO 80203