Job Description

Job Title	Graduate School Intern (OSA #10118449)
Job ID	169448
Posting End Date	12/09/2026
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Temp, Budgeted, Benefited 1Y
Agency	State Auditor
Job Posting Type	Continuous Job Opening

For more Job Requirements & Classification Description: Click Here

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Salary

$18.69 - $28.04 Hourly

$38,885 - $58,327 Annually

This position is a Pay Band C3

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.

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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 program management while providing support to the professional staff of the OSA. The position is paid to advance the work-flow within the Small Local Pubic Body Program under the authority of the OSA.

How does it get done?

The intern will support the Small Local Public Body Assistance Program by assisting with research, compliance assistance, and program operations that help New Mexico's small local public bodies meet Audit Act and financial reporting requirements.

Responsibilities may include:
-Researching compliance, governance, and audit-related issues affecting local public bodies.
-Assisting with data collection, tracking, and reporting of program outcomes.
-Developing guidance materials, training resources, and compliance tools.
-Reviewing records and identifying common barriers to compliance.
-Supporting technical assistance and outreach efforts to small local public bodies.
-Preparing summaries, recommendations, and other project-related materials.
-Performing other duties as assigned.

Assignments will begin at an entry level and increase in complexity as knowledge and skills develop. The internship is designed to provide a meaningful learning experience while supporting the Office of the State Auditor's efforts to improve compliance and accountability among small local public bodies.

Who are the customers?

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

Ideal Candidate

The Ideal candidate will:
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 (2) 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.

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: Zarah Rouse (505) -394-0008 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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