

# FINANCIAL ACCOUNTING FOUNDATION

401 Merritt 7, P.O. Box 5116, Norwalk, Connecticut 06856-5116 | 203-847-0700  
Fax: 203-849-9714



September 14, 2010

Ms. Samantha Fisher  
MPA Program Coordinator  
Northern Illinois University  
Division of Public Administration  
DeKalb, IL 60115

Dear Ms. Fisher:

The Governmental Accounting Standards Board is currently offering year-long postgraduate internships commencing in the Summer 2011 and in the Winter 2011/12. The purpose of this letter is to ask if you would like to nominate a candidate from your college or university's public administration or similar program for our Postgraduate Technical Assistant (PTA) Program for either/both of these internship periods. Enclosed is information including several copies of a synopsis describing the eligibility and qualifications for the program which may be useful for distribution.

To be a candidate, a student must receive a formal recommendation by a faculty member, preferably the department chairperson. This recommendation should address, at a minimum, the following:

- Critical thinking skills and creativity. Does the candidate have a strong interest in the theoretical aspects of governmental accounting or public finance?
- Ability to be a self-starter. Can the candidate complete tasks with a minimum of supervision?
- Communication skills; in particular, superior writing ability is essential.
- Experience with personal computers; specifically, what kinds of software, hardware and the nature and degree of exposure.
- Ability to work effectively as a member of a group.
- Maturity, motivation and leadership.
- Career interest: Public finance or public financial management.

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Please provide examples and specifics to support how these attributes have been demonstrated by your candidate.

Our timetable requires that nomination of a candidate must be received by November 10, 2010. The candidates who are selected for further consideration will receive, no later than December 15, 2010, an invitation to visit our offices in Norwalk, Connecticut during the period of January – February 2011. If you are not interested or unable to nominate a candidate, we would appreciate your writing or calling us. We would also like to know if you want to be considered for the program in the future.

To assist us in arranging for a possible office visit, we request that you submit a copy of the candidate's resume including their school/cell and home phone numbers. Our offers of employment will be made by March 15, 2011, and we will require the candidate's decision by March 18, 2011.

Our program is highly selective and desirable. Its timing for nomination, interviewing and selection, however, has given rise to concerns about potential conflict between participation in our program and obtaining a career position. Candidates for the program have usually interviewed and accepted career positions. Invariably, those organizations have viewed the GASB opportunity favorably and encouraged students to pursue it with the understanding that the individual will report to the firm or corporation a year later. We will be happy to work with successful candidates to resolve any potential conflicts.

I look forward to your nomination of a candidate. I hope that the enclosed material answers your questions, but please don't hesitate to contact me (E: [vicintron@f-a-f.org](mailto:vicintron@f-a-f.org); P: 203-956-5321) should you need any additional information.

Sincerely,



Ginny Cintron  
Personnel Manager

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# Postgraduate Technical Assistant Program



Governmental Accounting Standards Board

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The Governmental Accounting Standards Board sponsors a postgraduate technical assistant program for individuals who are planning a career with an emphasis in accounting or public administration. The program is a one-year term, during which the individual becomes highly involved with the accounting standards-setting process and comes to have an in-depth understanding of the roles played by preparers, auditors, and users of financial information.

## **Responsibilities**

Postgraduate Technical Assistants will be assigned to major projects or to short-term practice and implementation issues, depending on the need for staff assistance. Postgraduate Technical Assistants will be involved in all phases of their assigned projects, including analyzing written submissions received on documents issued for public comment, reviewing and analyzing published research, preparing memorandums on technical issues for Board members' information, drafting due process documents, and evaluating accounting proposals of other governmental organizations. Additionally, Postgraduate Technical Assistants will attend and occasionally participate in public Board, task force, and other meetings pertinent to their projects.

## **Qualifications**

Candidates for the internship program must be nominated by a member of their school's accounting, public administration, or similar department and approved by the dean or department chairperson. Candidates must be enrolled in an undergraduate or graduate program in accounting, public administration or a comparable field at the time of their nomination. Candidates must have an outstanding academic record, strong oral and written communications skills, and have completed course work that provides a thorough knowledge of either accounting theory and practice or public administration with an emphasis on public finance or public financial management.

## **Compensation**

Salaries are competitive with public accounting, government, and private industry.

## **How to Apply**

Only one applicant per school will be considered. Faculty members who nominate candidates will be required to furnish a resume describing the candidate's course work, grades, standardized test scores, work experience, and other qualifications to Postgraduate Technical Assistant Program, c/o Financial Accounting Foundation, 401 Merritt 7, P.O. Box 5116, Norwalk, CT 06856-5116.