

## **AUDITOR/ANALYST INTERNSHIP**

### **ABOUT THE U.S. TRUSTEE PROGRAM**

The U.S. Trustee Program (USTP) is a litigating component of the Department of Justice whose mission is to promote the integrity and efficiency of the bankruptcy system for the benefit of all stakeholders—debtors, creditors, and the public. The USTP is a national program with 21 regions consisting of 89 field offices, and has broad administrative, regulatory, and enforcement authorities in bankruptcy cases, including chapter 7 and 13 consumer cases, family farmer chapter 12 cases, small business reorganizations, and complex chapter 11 corporate reorganizations.

### **OPPORTUNITIES**

The USTP seeks to host analyst and auditor interns during the spring 2025 session throughout its 89 field offices.

We invite you to visit the USTP's Web site at [U.S. Trustee Program | Department of Justice](#).

### **DESCRIPTION**

Analysts and auditor interns will assist office staff with financial analysis and related investigative work associated with bankruptcy cases. This analysis and investigative work support the litigation and civil enforcement efforts of the USTP.

Analyst and auditor interns may:

- Work closely with staff, including attorneys, paralegals, and auditors, to review bankruptcy cases.
- Analyze bankruptcy and financial documents to determine adequacy and accuracy, sometimes for testimony at trial.
- Assist with reviewing and analyzing bankruptcy cases administered by standing and panel trustees.
- Assist with reviewing the debtor's compliance with required forms and documents.
- Observe Initial Debtor Interviews, 341 Meeting of Creditors, and court hearings.

### **QUALIFICATIONS**

Successful candidates will be recent graduates or current students attending an accredited college or university, preferably studying Accounting or a related field such as Business Administration, Finance, or Public Administration. The ideal candidate will have excellent research skills, show attention to detail, desire to work as part of a small team of professionals, and be committed to fairness and integrity in the administration of the bankruptcy system.

During the spring session interns must generally be able to commit a minimum of 10 hours per week for at least 10 weeks, from January through May. However, specific hours will be determined by each office, and some flexibility is available.

Prior to entry on duty, all interns must undergo a suitability determination based on information provided in their security forms, a credit report, and a fingerprint check. This process can take several weeks.

Applicants must be U.S. Citizens.

## **SALARY AND BENEFITS**

This is an uncompensated internship. Academic credit and transit subsidies are available.

## **APPLICATION PROCESS**

Applicants should submit a cover letter, resume, and any relevant transcripts and certifications via email to [ustp.internships@usdoj.gov](mailto:ustp.internships@usdoj.gov). **All documents should be in one PDF.**

**Applicants must indicate their preferred location in the email subject line and within their cover letter. Applicants may designate more than one office.** The USTP field office locator is available [here](#).

The application period for the spring 2025 session ends on **August 30, 2024**. Applications will be reviewed as they are received, and positions may be filled prior to the final deadline.