



Shari C. Hyman  
Commissioner and Chair

Darlene Martinez  
Director of Human Resources

100 Church Street  
20th Floor  
New York, NY 10007

+1 212 676 6219 tel  
+1 212 676 2846 fax  
[www.nyc.gov/bic](http://www.nyc.gov/bic)

## SUMMER INTERNSHIP PROGRAM 2014 BIC-006 Budget and Finance Unit

### **Agency Description:**

The mission of BIC is to eliminate organized crime and other forms of corruption and criminality from the industries it regulates. BIC's goals are numerous: to ensure that the regulated businesses are able to compete fairly; marketplaces remain free from violence, fraud, rackets, and threats; make sure that customers receive fair treatment; and that businesses, which are allowed to operate in these industries, always conduct their affairs with honesty and integrity.

### **Unit Description:**

The Budget and Finance Unit prepares and reviews the agency's expense budget, spending plans, reports, and analyzes variances between planned and actual spending; develops, reviews and monitors cost reduction programs, estimates the fiscal impact of management decisions and policies, and identifies and recommends solutions to operational issues with financial impact.

### **Position Title:**

Budget and Finance Intern

### **Internship Responsibilities:**

The candidate will assist the unit director with various financial reports and update internal databases. The candidate will also perform clerical responsibility, assist in the revenue collection and payment process and special projects as needed.

### **Qualifications/Special Skills:**

- Excellent analytical skills.
- Excellent written, oral, and interpersonal skills.
- High proficiency with Microsoft Office, particularly Word and Excel.
- Must be responsible, flexible, and hardworking

To participate in BIC's summer internship opportunities, students must be currently enrolled in an undergraduate program at a college or university.

### **Salary Range:**

**All internships are unpaid**

### **Work Schedule:**

20-25 hrs a week

### **To Apply:**

Submit resume and cover letter indicating BIC-006- Budget and Finance Intern to: [hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov).

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