



## Internship Opportunity

Office Title:	Finance Intern		
Salary :	Non-Paid		
Division:	Finance	Work Location:	42 Broadway
Hours/Shift:	Mon - Fri	No. Positions:	2

### JOB DESCRIPTION

The Department of Consumer Affairs seeks a motivated, organized, detailed-oriented individual to serve as a Finance Intern. The Intern will work closely with Finance staff. Duties include, but are not limited to, the following:

- \* Assist finance staff in performing day-to-day tasks and duties
- \* Develop detail analyses and reports detailing findings
- \* The Intern will benefit from exposure to quantitative analysis and an overall perspective of New York City Budget practices

### QUALIFICATIONS

- \* Applicants should have completed a minimum one year of study in Finance, Public Policy, Public Administration, Business Administration, Economics, Urban Planning or related fields.
- \* Candidates should have strong analytical, quantitative, research and communication skills.
- \* Proficient with the following computer applications; MS Word, Excel, and Access.
- \* We request a minimum 8 week commitment.\*

TO APPLY, PLEASE EMAIL RESUME AND APPLICATION INDICATING JVN Finance Intern TO:

[jobs@dca.nyc.gov](mailto:jobs@dca.nyc.gov)

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.***

***NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 08/30/11

Post Until: Filled

Job Vacancy: Finance Intern