

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Fiscal and Business Management - Bureau of Audits and Accounts

ADDRESS1 1 Centre Street, 17th Floor North

ADDRESS2 New York, NY 10007-1602

CONTACT NAME Robert Devlin

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AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

It is the mission of the Bureau of Audits and Accounts to ensure the timely processing and review of procurements and related vendor payment activities for DCAS, its client agencies, and the public. A&A oversees the traditional audit and disbursement of prompt, accurate vendor payments from both capital and expense funds. Our fiduciary responsibilities include conventional journal entries and related accounting transactions as well as: safeguarding agency Imprest funds; the reconciliation of bank accounts; the billing and collection of agency receivables; the documentation and recognition of fixed assets; the reporting of annual inventories; optimizing the utilization of OTPS resources; and coordinating the year-end fiscal closing including the rollover, accrual and chargeback of prior year expenditures. A&A will monitor, and ensure compliance with all applicable PPB rules and Comptroller's Directives and provide guidance to procurement liaisons and fiscal staff from other agencies.

POSITION TITLE (Max characters 100)

ACCOUNTING INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

1. Perform all the filing and record tracking tasks essential to the accounting function;
2. Matching receiving and inspection reports to the relevant invoices and purchase orders;
3. Provide assistance to vouchering staff by identifying or updating vendor price lists;
4. Delivery of payment-related documents for certification by fiscal staff;
5. Prioritization/preparation of payment vouchers using the City's financial management system (FMS);
6. Audit and processing of personal expense reimbursements for agency personnel;
7. Entry of data into Quicken database for generating internal and external payments;
8. Preparation of bank reconciliations associated with agency accounts;
9. Process stop-payments requests on missing warrants and follows-up on vendor inquiries;
10. Investigate and resolve vendor inquiries concerning payments and the proper application of warrants, and general information issues;
11. Maintains spreadsheets on indicators that are incorporated into A&A monthly statistics and reported to Operations and Strategic Planning

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidates should:

- i) Be able to demonstrate good interpersonal, and communication skills, including the ability to converse clearly by telephone;
- ii) Be comfortable working both individually and as part of a group on various assignments;
- iii) Be familiar with spreadsheet and word processing applications;
- iv) Area of study may be any business-related field such as accounting, finance, economics, etc

APPLICATION PROCESS (Max characters 700)

Please e-mail your cover letter and resume (in .doc or .pdf format) to: Robert Devlin, Deputy Director of Audits & Accounts at rdevlin@dcas.nyc.gov

SALARY RANGE

\$420 per week/\$12 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internship available is to undergraduate students between May and September for a maximum duration of thirteen (13) weeks

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