

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

Human Resources Division
75-20 Astoria Boulevard, Suite 320
East Elmhurst, NY 11370

Contact: Susan Howard
Phone: () -
Fax: () -
Email: susan.howard@doc.nyc.gov

AGENCY DESCRIPTION

The Department of Correction, provides custody for males and females inmates, 16 years and older, who after arraignment on criminal charges are unable to post bail or are remanded without bail, pending trial. The department also incarcerates individuals sentenced in the city to terms of up to one year, parole violators awaiting revocation hearings as well as others charged with civil crimes.

UNIT DESCRIPTION

Payment Unit

POSITION TITLE

Financial Services Intern - Payment Unit. (2)

INTERNSHIP RESPONSIBILITIES

The intern will assist existing Payment Unit with processing Vendor invoices for timely payment. Duties will include entering preapproved invoices into the FMS system for vouchering. Will assist with end of fiscal year closing of all 2014 purchase orders. Will be responsible for contacting Vendors to determine if all invoices for the fiscal year have been processed for payment. Will also assist with the filing and maintenance of Vendors payment folders. Will assist the opening and set-up of new purchase orders for Fiscal year '15.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Must be currently enrolled in a graduate/undergraduate degree program in an accredited college or university.
Enrollment verification is required prior to the commencement of employment. Strong math and clerical skills required.

APPLICATION PROCESS

To apply: Résumé must be received by 05/30/2014. Email cover letter and résumé in Microsoft Word or pdf format (indicating position title) to: susan.howard@doc.nyc.gov or mail cover letter and résumé (indicating position title) to:
Susan Howard, Program Coordinator
Human Resources Division
NYC Department of Correction
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370

SALARY RANGE

\$10.22 per hour

ADDITIONAL INFORMATION / COMMENTS

Submission of your résumé is not a guarantee that you will receive an interview.
Note: Only those candidates under consideration will be contacted.