

Public Finance Intern

Division/Unit: Finance/Administration	Supervisor: Stacy Rosenfeld/Branch Strickland/Jessica Tregagle
Number of Interns Needed: 1	Preferred Education Level: Undergraduate or Graduate Student
Background on Project: The Finance Unit at OEM manages a \$70+ million budget comprised of federal grant funding and city tax levy. As part of the management of these funds, OEM is seeking an intern to assist with the budgeting and grant reporting process.	
Description of Project/Intern Responsibilities: The Public Finance intern will assist with the following: <ol style="list-style-type: none">1. Grant management including reporting and ensuring that all expenditures are grant eligible2. Budgeting for agency units as well as tracking and monitoring expenditures to ensure that all reimbursable costs are identified and claimed3. FEMA reimbursement for costs associated with Hurricane Sandy4. Researching new grant and other funding opportunities5. Ad hoc financial analysis6. General administrative work The intern may also have the opportunity to participate in trainings related to emergency management.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">o Strong written and verbal communication skillso Strong level of professionalismo Proficient in Excelo Interest in public finance, homeland security, emergency management and/or federal grant programso Internship is for 15-20 hours per week during Fall 2013 This is an <u>unpaid</u> internship. Background check is required for all interns.	
Interested Applicants: E-mail resume, cover letter <u>and writing sample</u> to: jobs@oem.nyc.gov Or mail to: HR Coordinator NYC Office of Emergency Management (OEM) 165 Cadman Plaza East Brooklyn, NY 11201	