

## JOB DESCRIPTION

<b>JO #</b>	769878
<b>Business Title:</b>	Data & Process Automate Intern
<b>Positions Needed:</b>	1
<b>Hourly Range:</b>	\$17.00 - \$19.50
<b>Division/Work Unit:</b>	Administration & Planning / Office of Financial Management / Budget Unit
<b>Work Location:</b>	59 Maiden Lane, New York, NY 10038 <i>(in-office position, NO REMOTE/HYBRID)</i>

The NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

### **Division Description:**

DOF's The Administration and Planning Division is responsible for managing and overseeing administrative and operational services for the agency. This includes the daily management of the Offices of Financial Management, Purchasing and Contracts, Operational Services, and Diversity and Inclusion.

### **Job Description:**

The Office of Financial Management is responsible for monitoring and controlling the agency's finances. This includes the development and management of annual expenses and capital budgets, accounts payable, travel requests, and other payments. The division also includes the Assigned Counsel Plan (ACP) Payments Unit, which is responsible for processing payment vouchers for 18-b attorneys and experts.

The Budget Office within the Financial Management Division is seeking a motivated and tech-savvy college student for a summer internship. The ideal candidate for this role is energetic, an analytical thinker, proactive, detail-oriented, an effective communicator, and comfortable with the entire Microsoft Suite with a focus on SharePoint and Power BI. Some background Finance is a huge plus. The successful candidate will have the opportunity to gain hands-on experience, expanding existing and building new automation solutions for our Budget Unit.

This position plays a vital role in enhancing operational efficiency and promoting the adoption of technology within the Financial Management Division. Duties and responsibilities include but are not limited to the following: Preparing reports to support collection strategies

- Collaborate with Budget teams to understand their needs and translate them into technical requirements.
- Develop and implement process automation for various projects using SharePoint, MS Excel and Power BI.
- Help develop, edit, and create visualizations using Power BI.
- Assist in the design, development, and implementation of reports and workflows based on business requirements.
- Document all processes, prepare technical documentation, and provide training and support to end-users.
- Support Budget Office with other special projects as assigned.

**Preferred Skills:**

- Working toward majoring in Information Systems, Business Administration, or a related field. Some background in Finance or Accounting is a huge plus.
- Experience with Power BI, SharePoint, Power Platform, and MS Suite.
- Strong problem-solving skills, attention to detail, and the ability to learn quickly.
- Excellent communication and teamwork skills.

**Minimum Qualifications:**

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

**Additional Information:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.