

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Real Estate Services

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ADDRESS2 20th Floor

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FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Citywide Administrative Services (DCAS) makes city government work for all New Yorkers. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees
- Managing 55 public buildings
- Acquiring, selling, and leasing City property
- Purchasing over \$1 billion in goods and services for City agencies
- Overseeing the greenest municipal vehicle fleet in the country
- Leading the City's efforts to reduce carbon emissions from government operations

UNIT DESCRIPTION (Max characters 1000)

The Real Estate Services (RES) Line of Service of the Department of Citywide Administrative Services (DCAS) is the real estate arm of the City of New York responsible for services such as leasing and acquisitions, architectural design and project management, real estate planning and dispositions, zoning and land use analyses, enforcement of space standards in office design and overseeing the equitable allocation of over 22 million square feet of privately owned space and 15 million square feet of City-owned space for agency use.

The Financial Services unit supports a robust and diverse department and covers a broad range of tasks under the umbrella of Financial Services.

POSITION TITLE (Max characters 100)

Financial Services Undergrad Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Responsibilities of the position will include:

- Tracking of department funds modifications and registrations
- Preparation of new needs for the budget
- Processing of payment requisitions
- Reconciliation of budget, commitments and liquidation
- Run info-advantage reports in the City's Financial Management System
- Processing paperwork pertaining to payments, i.e. rental payments.
- Special projects

- Work with the Property Valuations team, as needed, to assist in the completion of appraisals

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

This position will be best filled by an Accounting or Finance major. Experience with Microsoft Excel preferred.

APPLICATION PROCESS (Max characters 700)

Please email resume and cover letter to Real Estate Services Chief of Staff Samantha Villella at svillella@dcas.nyc.gov

SALARY RANGE

\$15/hr

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>