

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION (DOT)

DIVISION

Grants Reimbursement & Compliance Unit

ADDRESS1 55 Water Street, New York, NY 10043

ADDRESS2

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

UNIT DESCRIPTION (Max characters 1000)

This unit manages and administers the grants reimbursement and compliance program for federal, state, and other non-City funding sources. It conducts monthly reconciliation analysis of grants data to remedy potential grants de-obligation risks, oversees Federal/State Single Audits, and establishes the department's federal, state and other Capital grant funding records in the Citywide Capital Grants Management System (CGMS).

POSITION TITLE (Max characters 100)

College Aide/Assistant Grants Analyst

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under supervision, the College Aide will perform professional financial analytical work of moderate difficulty, examining eligibility requirements related to the different grant funding sources utilized by the agency for its various projects and transportation initiatives for which reimbursement claims are to be processed. Examine vouchers and timekeeping records to prepare/confirm reports and prepare cost analyses, and documentation to submit federal and state reimbursements. Manage and monitor grant-funded Personnel Services (PS) and Other Than Personnel Services (OTPS) related to the reimbursement claims incurred in the DOTs Expense Budget; liaise with the project managers in various divisions throughout DOT and other City Agencies to ensure the compliance with rules and regulations associated with the different funding sources to avoid ineligible expenditures; safeguard coordination with the Fiscal Affairs and Budget units to ensure consistency with timing of expenditures incurred and revenue collections posted in FMS. Interact with the internal and external auditors answering their questions, explaining questionable discrepancies and preparing reports. Address project fiscal issues such as project budget and expenditures tracking, and demonstrate exceptional organizational, written and oral communications, problem solving, and analytic skills.

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

Area of study:

Accounting, Business Administration, Economics, Public Administration, or other area relevant to grants management

Qualifications/Skills:

Matriculation at an accredited college or graduate school; experience in the use of in Microsoft Office (Word, Excel, Access, and PowerPoint); ability to work calmly and proficiently under pressure and adhere to strict deadlines; ability to work independently or as part of a team; ability and willingness to learn new systems, techniques and procedures.

APPLICATION PROCESS (Max characters 700)

Please e-mail your resume and cover letter to internships@dot.nyc.gov and reference Assistant Grants Analyst in the subject line.

SALARY RANGE

Undergrad: \$17.30/ hour Grad: \$19.90/ hour

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>