

**City of New York
DEPARTMENT OF INVESTIGATION**

**Fall 2025
Intern Vacancy Notice**

Intern Title: Finance Intern

Intern ID: 0008

Work location: 180 Maiden Lane

Intern Description

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

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DOI is seeking to hire an intern to serve in our Finance/Budget/ Internal Audit unit.

As an **Internal Audit College Aide** at DOI, the aide works directly with the Internal Auditor to assess and evaluate internal controls, policies, and operational efficiency. The role provides insight into the audit process within a public-sector environment and contributes to ensuring that the agency's operations are effective, efficient, and compliant with applicable regulations. It offers a valuable opportunity to learn from experienced professionals and develop skills in audit methodologies, risk assessment, and internal control evaluation. The position focuses exclusively on **internal auditing** and is not connected to the agency's investigative functions.

If selected, the intern will be fingerprinted and undergo a background investigation.

This is an unpaid internship.

Essential Duties

- Assist in conducting internal audits of DOI's financial and operational processes.
- Review and assess internal controls to ensure they are functioning effectively.
- Support the evaluation of compliance with organizational policies, procedures, and regulatory requirements.
- Gather and analyze data to assess risk management practices and identify potential areas for improvement.
- Help prepare audit documentation and reports to communicate audit findings to management.
- Assist in the development and implementation of internal audit plans and programs.
- Document audit evidence and maintain audit workpapers in accordance with the agency's standards.
- Support the audit team in analyzing financial data, records, and reports to ensure accuracy and compliance.
- Collaborate with the agency's staff to obtain necessary information for audit evaluations.
- Perform other administrative duties related to internal auditing as needed.

Required Knowledge, Skills and Abilities

- Currently pursuing a degree in Accounting, Finance, Business Administration, or a related field.
- Strong analytical skills with attention to detail and the ability to evaluate complex data.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint).
- A proactive attitude with a willingness to learn and contribute.
- Previous coursework or experience in auditing, accounting, or finance is a plus, but not required.
- Please note: This internship is strictly focused on **internal auditing** and does not involve investigative auditing or investigative work.

Post Date: 11/20/2025

Post Until: 12/31/2025

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.