



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services

Division: Fiscal Business and Management - Bureau of Audits and Accounts

Address 1: 1 Centre Street, 17th Floor North

Address 2: New York, NY 10007-1602

Contact: Marina Pyatetsky

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Phone: 212-386-6289

Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York. Our commitment to equity, effectiveness, and sustainability guides our work, providing City agencies with the critical 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

It is the mission of the Bureau of Audits and Accounts to ensure the timely processing and review of procurements and related vendor payment activities for DCAS, its client agencies, and the public. A&A oversees the traditional audit and disbursement of prompt, accurate vendor payments from both capital and expense funds. Our fiduciary responsibilities include conventional journal entries and related accounting transactions as well as: safeguarding agency Imprest funds; the reconciliation of bank accounts; the billing and collection of agency receivables; the documentation and recognition of fixed assets; the reporting of annual inventories; optimizing the utilization of OTPS resources; and coordinating the year-end fiscal closing including the rollover, accrual and chargeback of prior year expenditures. A&A will interpret, monitor, and ensure compliance with all applicable PPB rules and Comptroller's Directives and provide guidance/training to procurement liaisons and fiscal staff from other agencies.

Position Title Accounting Summer Intern

Internship Responsibilities

- Perform all the filing and record tracking tasks essential to the accounting function;
- Matching receiving and inspection reports to the relevant invoices and purchase orders;
- Provide assistance to vouchering staff by identifying or updating vendor price lists;
- Delivery of payment-related documents for certification by fiscal staff;
- Prioritization/preparation of payment vouchers using the City's financial management system (FMS);
- Audit and processing of personal expense reimbursements for agency personnel;
- Review FJC payments in PassPort;
- Serve as L2 payment approval for Punch Out invoices in PassPort.
- Investigate and resolve vendor inquiries concerning payments and the proper application of warrants, and general information issues;
- Maintains spreadsheets on indicators that are incorporated into A&A monthly statistics and reported to Operations and Strategic Planning;

Qualifications/Special Skills/Area of Study

Candidates should:

- Be able to demonstrate good interpersonal, and communication skills, including the ability to converse clearly by telephone;
- Be comfortable working both individually and as part of a group on various assignments;
- Be familiar with the Microsoft Office Suite of applications, particularly Outlook, Word and Excel;
- Area of study may be any business-related field such as accounting, finance, economics, management etc.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to: Marina Pyatetsky – Director of Audits and Accounts at: Mpyatetsky@dcas.nyc.gov

Please write "**Summer Internship - FBM Intern**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Salary Range \$18.00/ per hour – Undergraduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Internships are available between May and September for a maximum duration of thirteen (13) weeks.