



# 2024 NYC Summer Internship Program Application Form

**Agency:** DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

**Division:** Fiscal & Business Management – Non-Public School Security  
Reimbursement (NPS) Program

**Address 1:** 1 Centre Street 17 North

**Address 2:** New York, NY 10007

**Contact:** Stacey David Peterson

**Email:** [sdavid@dcas.nyc.gov](mailto:sdavid@dcas.nyc.gov)

**Phone:** 212 386-0249

## **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**

Under Local Law 2 of 2016 (LL2), the Department of Citywide Administrative Services (DCAS) is mandated, to administer the Nonpublic School Security Guard Reimbursement (NPS) Program in the City of New York. Under this program, the NPS Unit within the Fiscal and Business Management (FBM) Line of Service is responsible for overseeing all the processes for developing city fiscal year budgets for approved nonpublic schools in the program. NPS Unit also reviews all requests for reimbursement from the nonpublic schools; as well as provides accurate reimbursement to the schools for eligible security guard services for invoices received from approved security guard vendors on the Qualified Provider List (QPL). The NPS Unit also provides training workshops geared toward potential new and existing schools in the NPS Program. The NPS Unit will monitor and ensure compliance with the LL2 and the Rules of the Program and provide guidance to all participating schools.

**Position Title** Reimbursement Program Summer Intern

### **Internship Responsibilities**

- Review consolidated school invoices for accuracy against the required supporting documentation provided;
- Communicates to schools within 2 weeks of invoice submission, if there are any issues with their backup or to request missing documents, inform the supervisor of these occurrences weekly;
- Investigate and resolve school inquiries concerning payments and general information issues;
- Monitor and track the invoice database to ensure that the schools adhere to their budget since reimbursements are processed quarterly, and provide other statistics as required by the Supervisor;
- Perform all the filing and record tracking tasks essential to the reimbursement function.
- Assist with the preparation of Memorandum of Understanding (MOUs) and annual budget documents for newly accepted schools.
- Assist with the data entry and verification of Paid Time Off (PTO) submissions to prepare school invoices.
- Assist the NPS Unit with other tasks as needed.

## **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: Stacey David-Peterson- Program Director – Non-public School Security Guard Reimbursement (NPS) at [sdavid@dcas.nyc.gov](mailto:sdavid@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 / 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.