



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services (DCAS)

Division: Audit & Compliance Services

Address 1: 1 Centre Street, 20th Floor

Address 2: New York, New York 10007

Contact: Sonia Lamrhari

Email: slamrhari@dcas.nyc.gov

Phone: 212-386-6266

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.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

The Office of Audit and Compliance Services (A&CS) within DCAS assists management with identifying and prioritizing areas or processes that require attention, conducting audits and reviews to gain an understanding of the processes and procedures as they currently exist; performing tests of controls to verify whether controls are working as designed; providing observations and recommendations to improve processes and controls, conducting follow-up to ensure corrective action plans are completed, and managing the annual risk assessment process. In addition, A&C is tasked with the coordination of all external audit activities, audits of the Non-Public School Program, and the Engineering Audit Officer (EAO) functions.

Position Title Audit Assistant

Internship Responsibilities

- Assist with internal/external audit activities.
- Organize, file and archive documents, payment packages, change orders and correspondences in both electronic and hard copy formats.
- Provide administrative support as needed, including reviewing, and editing documents.
- Assist with obtaining and researching regulatory policy documents based on needs.

Qualifications/Special Skills/Area of Study

- List qualifications/skills and or preferred skills
- Candidates suitable would be those studying in the field of Auditing, Accounting, Law, Project management and/or any form of Governmental studies.
- Ability to utilize Microsoft Office tools (Excel, PPT, etc)
- Excellent critical thinking, analytical and problem-solving skills
- Strong interpersonal and communication skills.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Sonia Lamrhari at: slamrhari@dcas.nyc.gov.

Please write "**Summer Internship – ACS**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

Salary Range \$21 per hour – Graduate 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.

nyc.gov/dcassip