



2024 NYC Summer Internship Program Application Form

Agency: Mayor's Office of Contract Services

Division: Financials

Address 1: 255 Greenwich Street, 9th floor, New York, NY 10007

Address 2: N/A

Contact: Philip George

Email: philip.george@mocs.nyc.gov

Phone: NA

Agency Description

The Mayor's Office of Contract Services (MOCS) is a New York City oversight and service agency that manages procurement citywide, from planning and release of agency solicitations to payment of vendors. Annually, agencies procure billions in products and services from a diverse pool of vendors that represent various industries. MOCS therefore aims to ensure that the procurement process remains fair, transparent, efficient, and cost-effective.

MOCS makes it easier to do business through use of end-to-end technology tools, increases transparency by publication of enriched data and hosting public hearings, and strengthens procurement operations by providing direct assistance and resources to all stakeholders. MOCS also partners with agencies and vendors to identify areas for policy reform, resulting in ongoing process improvement to reduce administrative burdens and increase the positive impact of services on communities. The MOCS Director serves as the City Chief Procurement Officer.

For more information on MOCS, please visit [About the Mayor's Office of Contract Services - MOCS \(nyc.gov\)](https://www.nyc.gov/about-the-mayors-office-of-contract-services)

Unit Description

The Finance Unit manages the agency's \$39 million budget and 215 positions, allocating resources across divisions to ensure all agency goals are met in the short and long term. This includes creating agency budgetary and operational policies and oversight of all financial operations and transactions for both personnel and non-personnel activity. The Finance Unit works with Procurement Operations in the procurement of goods and services for MOCS.

Position Title Finance Intern

Internship Responsibilities

Drafting Requests for Information and Requests for Quotes for goods and services.

Reviewing vendor quotes/estimates to screen for accuracy and affordability.

Processing vendor responsibility determinations.

Running reports using the City's Financial Management System (FMS), Procurement and Sourcing Solutions Portal (PASSPort), and internal agency purchasing systems.

Processing budget modifications.

Assisting in the review, development, and submission of quarterly financial plan requests, initiatives, and responses.

Preparation, processing, and tracking of agency payments, refunds, and expense reimbursements.

Reviewing contractor invoices to verify accuracy of supporting documentation.

Assisting with the compilation of monthly bank reconciliations for agency bank accounts and credit cards.

Performing other duties as assigned.

Please note: This is an on-site internship

Qualifications/Special Skills/Area of Study

Qualifications/Special Skills:

Strong analytical and communication skills, detail-oriented and ability to multi-task

Areas of Study: Accounting, Finance, Business or Public Administration

Application Process

Please send resume with cover letter to philip.george@mocs.nyc.gov with subject line "SIP"

Application Deadline: 5/3/2024

Salary Range \$17.00-\$18.00/hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Undergraduate and graduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

Graduate interns also must be currently enrolled or accepted in a graduate program.

Internships are open to both undergraduate and graduate applicants.

Summer interns/internships are for a maximum of 13 weeks, generally June thru August (and ending no later than the first week of September).

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

nyc.gov/dcassip