

SUMMER INTERNSHIP:

Audit Intern Financial Management & Administration Division

Agency Description:

The **Department of Small Business Services (SBS)** helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The candidate will monitor and analyze the agency's budget.

Specific Responsibilities:

- Review all requests for funds and apply to pertinent Budget
- Process OTPS Budget modifications
- Processes budget data in Pro-Track Data Base.
- Monitor PS Data Base
- Assist in other Fiscal functions as needed

Minimum Qualifications Requirements:

As of June of the Program year the prospective intern must be a student matriculated in a college.

Preferred Skills

- Superior organizational skills and thorough attention to detail
- Experience in data gathering, qualitative and quantitative research and analysis
- Familiarity managing and manipulating data sets
- Strong communications skills; and the ability to balance deadline-driven projects

Please note you must be enrolled in an accredited college/university to qualify for this internship.

How to Apply:

Interested candidates should email their cover letter and resume to careers@sbs.nyc.gov. Include: "Audit Intern" in the email subject line.

Work hours: 35 hours per week

NOTE: Only those candidates under consideration will be contacted.