

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-112-FCPM-Fiscal Affairs

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

Finance, Contracting & Program Management: Fiscal Affairs is comprised of the following sub-units: Administration, Contract Payments, Accounts Payable and Revenue and Accounts Receivable.

Clerical support for an ongoing Agency Business Reengineering & Productivity initiative. Digital Scanning and indexing of paper contract payment documents, invoices, vouchers and related documents, to reduce the volume and cost of paper files requiring archival storage, retention and retrieval.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

DOT's Fiscal Affairs accounting/bookkeeping staff process paper invoices received from contractors/consultants. One of the ongoing productivity and cost saving initiatives by Contract Payments staff is the high speed electronic scanning of all vouchered payment invoices. The intern(s) will assist Fiscal Affairs staff by preparing paper documents for scanning, scanning/indexing of documents, preparing documents for archival storage, efficiently packing paper files in document storage boxes, weighing and labeling these storage boxes. The intern(s) will need to be able to carry and stack record storage boxes weighing up to 25 lbs.

The student will gain experience in professional office environment. Intern will learn to operate high speed digital scanners and scanning software. Intern will learn to operate high speed digital scanners and scanning software. Intern will learn to operate high speed digital scanners and scanning software. Intern will learn about the many document handling tasks that are necessary to process vendor and contractor payments. Intern will help the agency's ongoing initiative to eventually eliminate paper handling and more towards electronic invoicing.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Undergraduate
Major: Accounting

Oral and written communication, experience in use of Microsoft Office suite, ability to operate and use office technology including computers, copiers, high speed scanners and scanner software. Ability to lift and move boxes of documents, weighing up to 25 lbs.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.38 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.