

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

Grants & Fiscal Management- Contract Payments

ADDRESS1 55 Water Street

ADDRESS2 New York, NY 10041

CONTACT NAME Avalon Pogue-Mohammed

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FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Transportation's (NYC DOT) mission is to provide for the 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 agency's work is guided by the Strategic Plan 2016: Safe - Green - Smart - Equitable. We are customer-driven in all our activities. We seek opportunities to create partnerships in the provision of transportation services through appropriate relationships and alliances. To accomplish our mission, the Department works to achieve the following goals:

- Provide safe, efficient, and environmentally responsible movement of pedestrians, goods, and vehicular traffic on the streets, highways, bridges, and waterways of the City's transportation network
- Improve traffic mobility and reduce congestion throughout the City
- Rehabilitate and maintain the City's infrastructure, including bridges, tunnels, streets, sidewalks, and highways
- Encourage the use of mass transit and sustainable modes of transportation; and
- Conduct traffic safety educational programs

UNIT DESCRIPTION (Max characters 1000)

- Accounts Payable & Contract Payments (AP & CP): The units are a sub-unit of Fiscal Affairs and they process expeditiously and efficiently the Expense payment request packages for Contractors/Vendors and Consultants for NYC DOT.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Candidate will review, verify and certify the invoice payment request documents and the supporting backup documents for payment, verify their accuracy and completion; reconcile the current payment requests with prior submissions to ensure that there are no duplicate payment requests and that all documents are billable. The responsibilities will also include reviewing, verifying and processing Capital and Expense payment request for Consultant Services, Purchase Orders, and Annuity Payments, and implement payment vouchers modification in the Financial Management System (FMS3).

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

- Excellent analytical interpersonal skills. Proficiency in Microsoft Excel, Access and Outlook. Have experience learning software quickly.
- Major: Accounting, Finance, Business

APPLICATION PROCESS (Max characters 700)

Please e-mail resume and cover letter to: Avalon Pogue-Mohammed, Recruitment Associate: apogue-mohammed@dot.nyc.gov

SALARY RANGE

\$17.30-\$19.90

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip
