

**City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice *Updated***

Intern Title: Investigative Auditor Intern

Intern ID: 0003

Work location: 180 Maiden Lane

Intern Description

As of August 2, 2021, all new interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The candidates selected for this position will be responsible for examining and analyzing financial data and reports; conducting financial and programmatic reviews and audits; conducting interviews; conducting reviews of subpoenaed records; doing research to develop investigative leads; preparing reports; and testifying at hearing and court proceedings. The candidates may also be required to work with other prosecutorial agencies and provide support to other squads within DOI.

If selected, the intern will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

This is an unpaid internship.

Essential Duties

- Conduct financial and data analysis;
- Prepare reports and spreadsheets documenting findings
- Review agency policies and controls.
- Review contract and vendor records; develop investigative leads; conduct interviews
- Interact with prosecutors and other agencies, as needed.

Required Knowledge, Skills and Abilities

- Ability to perform financial analysis, conduct interviews, write reports.
- Proficiency in Microsoft Office and advanced Excel skills, including V-lookup and pivot tables.
- Strong interpersonal, written, and analytical skills.
- Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.

Post Date: 9/27/2022

Post Until: 11/30/2022

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.