

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

## DIVISION

Budget and Fiscal Operations

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## AGENCY DESCRIPTION (Max characters 3000)

The mission of the Department for the Aging (DFTA) is "to work for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services."

As an agency of City government and an Area Agency on Aging under the federal Administration on Aging, DFTA receives federal, state and city funds to provide essential services for seniors. It channels these monies to community-based organizations that contract with the Department to provide needed programs locally throughout the five boroughs. Hot meals and activities at senior centers, home-delivered meals, case management, home care, transportation and legal services are among the services these programs provide. DFTA manages the contracts with these programs and ensures service quality.

DFTA also provides services directly through its Senior Employment Services Unit, Elderly Crime Victims Resource Center, Alzheimer's and Caregiver Resource Center, Foster Grandparent Program, Grandparent Resource Center, Health Insurance Information Counseling and Assistance Program, and Health Promotion Unit.

The Department's community presentations and other public outreach activities educate New Yorkers on aging issues and on City services and resources for seniors and their families. Through testimony at public hearings and legislative advocacy, DFTA serves as a major voice for the concerns of New York's seniors.

Currently DFTA is the lead agency for implementation of the 59 strategies for improving the City's livability for older persons that comprise [Age Friendly NYC](#), an initiative launched by Mayor Bloomberg, the City Council and the New York Academy of Medicine in August 2009. This blueprint to transform NYC builds on the World Health Organization's *Global Age-Friendly Cities* initiative and links New York to sister cities throughout the world working to promote the well-being of their growing older populations. The Department is proud to be in the forefront of this effort.

## UNIT DESCRIPTION (Max characters 1000)

Responsible for the budget planning and fiscal operations of Agency budget, which includes the areas of Grant Accounting (claiming, financial modeling, and grants monitoring), Vendor Payment (paying provider contracts), Contract Accounting (contract billing, troubleshooting, analysis, and closeout), Budget, Internal Accounts (Agency's OTPS budget), Audits (by DFTA staff and through CPA firms), Discretionary Funding (the management and processing of discretionary funding), and Fiscal Admin (the management of oversight compliance and audits).

## POSITION TITLE (Max characters 100)

Summer Graduate Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

Design the outline of internal reports that can be used in preparation of DFTA's Annual Implementation Plan as well as reporting to various oversight agencies. Help with automation of excel spreadsheets based on internal reports. Provide analytical support to budget unit for various ongoing projects.

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

Candidate must possess the following: advanced knowledge of Microsoft Excel software and Internet applications, good communications skills, attention to detail and commitment to completing the projects timely.

**APPLICATION PROCESS (Max characters 700 )**

All applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#236992

Please be sure to submit a resume and cover letter when applying indicating Budget & Fiscal Graduate Internship.

Please do not email, mail or fax your resume to DFTA directly.

**SALARY RANGE**

14.00 Hourly

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**