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ASSISTANT COMPTROLLER

CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
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BUREAU OF ADMINISTRATION

MUNICIPAL BUILDING
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NEW YORK, N.Y. 10007-2341

2013 Summer Associates Program

The **New York City Comptroller**, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the Office is to ensure the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition. The Comptroller also makes recommendations on City programs and operations, fiscal policies, and financial transactions. In addition, the Comptroller manages assets of the five New York City Pension Funds, performs budgetary analyses, audits City agencies, registers proposed contracts, determines credit needs, issues and sells City obligations. The Office employs a workforce of over 700 professional staff. These include accountants, auditors, attorneys, computer analysts, economists, engineers, budget, financial and investment analysts, claim specialists and researchers in addition to administrative and support staff.

Summer Associates Program

The Summer Associates program reflects the Comptroller's Office commitment to provide a wide range of learning and work opportunities to students with strong interests in public service. Introducing a diverse group of college students to positions in the Comptroller's Office will enable both the student associates and the Office to benefit from a mutual exchange of knowledge, experience and service.

Assignments

Associates may be needed by a number of Bureaus throughout the agency; possible areas include: Asset Management, Accountancy, Budget, Audit, Press Office, Contract Administration, Public Affairs, Policy, Information Systems, and the Office of the General Counsel. **Those interested in applying for this very competitive program are encouraged to go to www.comptroller.nyc.gov to learn more about our bureaus and our missions.**

Qualifications

Applicants must be currently enrolled in a BA/BS, MA, or J.D. degree program. Equally important, those who display a deep interest and dedication to public service as well as a responsible work ethic will be viewed as the strongest candidates.

Compensation

Associates will receive \$11.00-\$13.00 (Undergraduate) and \$14.00-\$18.00 (Graduate) an hour for a maximum work week of 28 hours.

Program Term

The program period is from June 3rd – August 8th.

Applications accepted through April 8, 2013

(Applications received after the deadline may be placed on wait list consideration)

To Apply

Email a copy of your cover letter (include area of interest) and resume with **Summer Associates Program** in the subject line to **SummerAssociates@comptroller.nyc.gov**.