



**Battery Park
City Authority**

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title: Finance Intern

Job Status: Intern

Salary: \$18.00 per hour

Department: Finance

Additional Info: Minimum of 20 hours per week for part-time internship, or up to 37.5 hours week for full time internship

POSITION SUMMARY:

The Finance department intern will assist in researching, tracking and enhancing accounts payable and receivable data. Accounts receivables tasks includes creating and updating master schedules and database for the buildings in Battery Park City. Accounts payable tasks include updating vendor status in accounting database, reconciling contracts against accounting database and contract control sheet,

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

inputting adjusting entries as needed and assist payables group with day to day operation when required.

ESSENTIAL FUNCTIONS:

- Gain an understanding of invoices and revenue from residential and commercial buildings.
- Create, update, analyze and graph:
 - Monthly and historical revenue reports
 - Periodic delinquency report
 - Periodic interest rate reports.

Other work will include:

- Read, research and extract information from lease documents to create and update master tracking schedules, and special projects

EDUCATION AND EXPERIENCE:

- Good organizational and communication skills
- Be reliable and punctual
- Strong interest in learning on the job
- Work well both independently and with others

PHYSICAL REQUIREMENTS: N/A

[Apply](#)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.