



**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!**

<b>Job Title:</b>	<b>Finance Intern</b>
<b>Job Status:</b>	<b>Intern</b>
<b>Salary:</b>	<b>\$18 – \$20 per hour</b>
<b>Department:</b>	<b>Finance</b>
<b>Location:</b>	<b>200 Liberty Street, 24th Floor, New York, NY 10280</b>
<b>Additional Info:</b>	<b>Full-Time Internship – 37.5 hours per week</b>

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### **POSITION SUMMARY:**

The Summer Internship Program offers students work experience and professional guidance in several areas of the organization. Interns contribute to projects that support departmental work, develop new skills, and gain insight into their career interests. Interns will have the opportunity to explore behind the

scenes of Battery Park City Authority's innovative vision and design, complex public space management, leadership in sustainable practices, and commitment to outstanding public resources.

**Essential Functions:**

The Finance department intern will assist in 2 database projects that include researching, tracking, and enhancing accounts payable and receivable data. Accounts receivables tasks include 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, inputting adjusting entries as needed and assist payables group with day-to-day operation when required

**The Finance Intern will:**

- Gain an understanding of invoices and revenue from residential and commercial buildings
- Compare and reconcile AP contracts expenditures against Great Plains
- Analyze vendors to highlight duplicate vendors
- Ensure W9s are updated for all active vendors, ensure their tax classification are updated in the accounting software

Create, update, analyze and graph:

- Monthly and historical revenue reports
- Periodic delinquency report
- Periodic interest rate reports
- Work with Finance Team on other assignments as needed

**Education and Experience:**

- College student majoring in or interested in Accounting/Finance
- Strong organizational and communication skills
- Be reliable and punctual
- Strong interest in learning on the job
- Work well both independently and with others

[Apply](#)

Battery Park City Authority is 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. All people with disabilities are encouraged to apply.