



2012 Internship *Budget & Finance*

Background	The Budget and Program Office provides oversight of the budget in Gateway National Recreation Area. The division administers charge card, travel, and payroll programs; provides consultation to management on financial aspects of Park operations.
Description	<p>Flexible schedule - 16 or more weekday hours / unpaid position College credit may be arranged</p> <p>Internship will involve a variety of entry level budget and finance assignments including but not limited to:</p> <ul style="list-style-type: none">• Compilation of numerical and situational information• Assistance with management of financial records• Assistance with preparation of reports• Analysis of financial data• Assistance in administration of payroll, travel, and charge card programs
Requirements	<ul style="list-style-type: none">• Strong mathematic, analytical and problem solving skills• Good computer skills; experience with Microsoft Excel• Organizational and time management skills• Interpersonal and communication skills
Related Classes	Economics, Finance, Statistics, Accounting, Computer
Location	Fort Wadsworth in Staten Island, NY (near Verazanno Bridge)
To Apply	Send cover letter and resume to: Greg_fenniman@nps.gov