



OFFICE OF THE NASSAU COUNTY COMPTROLLER

240 Old Country Road

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nccomptroller@nassaucountyny.gov

Data Analyst Intern

TITLE: Data Analyst Intern (this is a paid position)

GENERAL POSITION DESCRIPTION:

The Office of the Nassau County Comptroller is seeking a college student Data Analyst Intern who will work with our team on data and operations analysis and report writing. Applicants should have skills/interest in each of the following: finance, economics, accounting and research analysis and the ability to interpret data.

RESPONSIBILITIES:

The Data Analyst intern will assist with numerous projects, including:

- Utilize various accounting & IT systems to extract raw data, analyze information, compare data for duplicates, and build key reports, with supporting information;
- Assisting with developing methodologies to measure and report on financial and operational performance;
- Assist in conducting data analysis to generate financial and operational efficiencies, improve service deliveries; and
- Performing related duties as required.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Excellent and meticulous skills with Excel. Word and Power Point, including the ability to create graphics in Excel.
- Ability to design graphics and reports to present key findings and information;
- Good communication skills, including ability to understand and explain technical subject matters;
- Understanding of basic statistical concepts;
- Strong teamwork skills, and the ability to multi-task and work in a fast-paced environment.

Education and Experience:

- Interest in or pursuing a degree in economics, finance, data science, statistics, or a related field of study.

Term/Hours:

May 1 – September 30, 2023 (flexible). Monday to Friday 9 AM to 4:45 PM.

Compensation:

\$20/hour

****Must be a Nassau County resident.***

TO APPLY: Submit a cover letter and resume to NCComptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR