

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Principal Administrative Associate	Level: I
Title Code:	10124	Work Location: 40 Rector Street New York, N.Y. 10006
Office Title:	Payment Coordinator	Salary: \$34,351 - \$50,320 (New Hire) \$39,504 - \$50,320 (Incumbent Rate)
Division/Work Unit:	Financial Administration/ Budget, Accounting and Procurement	No. of Positions: 1

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**JOB DESCRIPTION**

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services and livery cars, black cars services, luxury limousines, commuter vans and paratransit services. Combined, TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

Under supervision, the candidate acts as Payment Coordinator for the agency. Primary duties will involve processing vendor invoices, which includes obtaining, reviewing and confirming with TLC personnel the supporting documentation such as timesheets, packing slips, receiving and inspection reports; entering vouchers into FMS; tracking payments; and following up with vendors on inquiries and discrepancies. Additional duties will include the processing of other FMS documents as well as cash flow review.

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**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

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**PREFERRED SKILLS**

- Experience in paying invoices.
- Ability to communicate effectively, including excellent verbal and writing skills.
- Good computer skills, including experience with Excel, Word and FMS.

New York City residency is required within 90 days of appointment.

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To apply, please submit **(2 copies)** of cover letter and **(2 copies)** of resume to:  
NYC Taxi and Limousine Commission

Carmen Rojas  
Human Resources Division  
40 Rector Street - 5<sup>th</sup> Floor  
New York, New York 10006

Post Date: August 23, 2007	Post Until: September 7, 2007	JVN: 156-08-04
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer