

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

Civil Service Title:	Accountant	Level: II
Title Code:	40510	Work Location: 33 Beaver Street New York, N.Y. 10004
Office Title:	Accountant	Salary: \$54,312 - \$75,555 (Incumbent Rate)
Division/Work Unit:	Financial Administration and Procurement Unit	No. of Positions: 2

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**JOB DESCRIPTION**

The New York City Taxi and Limousine Commission (TLC) is the agency responsible for licensing and regulating New York City's medallion (yellow) taxicabs, for-hire vehicles (community-based liveries and black cars), commuter vans, Paratransit vehicles (ambulettes) and certain luxury limousines. Recent legislation authorizes the TLC to issue new livery licenses and auction new medallions over the next few years; thereby the agency is recruiting professional staff to implement this program. The TLC is seeking an experienced accountant to examine, analyze and process fiscal documents related to the receipt of auction proceeds and the payment of claims. The prospective candidate will also participate in audit reports.

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**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, including one course each in advanced accounting and auditing; or
2. A valid New York State Certified Public Accountant license.

**Special Note:**

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one year of experience as an Accountant - Assignment Level I or at least two years of satisfactory full-time professional accounting or auditing experience.

**ONLY CANDIDATES WHO HAVE PERMANENT STATUS AS ACCOUNTANT ASSIGNMENT LEVEL I OR LEVEL II WILL BE CONSIDERED.**

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**PREFERRED SKILLS**

- Excellent oral and written communication skills
- Strong analytical and problem solving skills
- Ability to work as part of a team and independently
- Experience with Microsoft Office and FMS3 Accounting
- Baccalaureate degree from an accredited college with at least 24 credits in accounting and at least one year experience as an Accountant in a City agency.

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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  
33 Beaver Street – 22nd Floor  
New York, New York 10004

Post Date: January 25, 2012	Post Until: February 15, 2012	JVN: 156-2012- 97920
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer