

BOOKKEEPING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a position which involves the operation of a multiple register bookkeeping machine in posting, computing and verifying financial accounts and records. Related account keeping and clerical duties are also performed. The work is performed under general supervision in accordance with prescribed procedures, with some leeway allowed for the exercise of independent judgment. Training of personnel in the operation of a multiple register bookkeeping machine may be required of incumbents.

TYPICAL WORK ACTIVITIES:

1. Operates a bookkeeping machine in posting to journal or ledger accounts from vouchers, payrolls, purchase orders, allotment schedules and other original media;
2. Prepares media for posting;
3. Compiles statistical and accounting reports manually or with the aid of a bookkeeping machine;
4. Proves operations;
5. Audits ledgers and journals and takes trial balances;
6. Prepares summary statements of ledger balances;
7. Performs incidental typing and clerical tasks;
8. May prepare major medical claims;
9. May maintain file of records;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic; good knowledge of office terminology and procedures; working knowledge of the theory and practice of operating a multiple register bookkeeping machine and related equipment; ability to type at an acceptable rate of speed and accuracy; ability to follow oral written instructions; ability to train others in the use of a multiple register bookkeeping machine; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in bookkeeping machine operation;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience which shall have involved the operation of a bookkeeping machine;
- OR: (C) An equivalent combination of the above-stated training and experience.

NOTE: Clerical work experience, one year of which shall have involved the operation of a bookkeeping machine and typing duties, may be substituted for formal education on a year-for-year basis.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

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