

BOOKKEEPING MACHINE OPERATOR

GENERAL STATEMENT OF DUTIES: Operates a multiple register bookkeeping machine in the maintenance of financial accounts and records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The duties involve the operation of a multiple register bookkeeping machine in posting, computing and verifying financial accounts and records. Related clerical duties are also performed. Employees work under general supervision in accordance with a prescribed routine, permitting some leeway for the exercise of independent judgment. The work ordinarily involves no supervisory responsibilities.

EXAMPLES OF WORK: (Illustrative only)

- Operates a bookkeeping machine in posting to journal or ledger accounts from vouchers; payrolls, purchase orders, allotment schedules and other original entry media;
- Prepares media for posting;
- Compiles statistical and accounting reports manually or with the aid of a bookkeeping machine;
- Proves operations;
- Audits ledgers and journals and takes trial balances;
- Prepares summary statements of ledger balances;
- Performs incidental typing and clerical tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the theory and practice of operating a multiple register bookkeeping machine and related equipment; ability to operate a bookkeeping machine with reasonable accuracy and speed; ability to type; ability to follow oral and written instructions; clerical aptitude; neatness; reliability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school including or supplemented by a course in bookkeeping machine operation; or any equivalent combination of experience and training.

Competitive

Part-time, Non-Competitive