

CLASS TITLE:

BOOKKEEPING MACHINE OPERATOR

Class Code: 02421200
Pay Grade: 10A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform clerical work of a routine nature involving the operation of a bookkeeping machine in posting of accounting or statistical information from prepared media; to perform other incidental office duties or operation of other office machines not requiring previous training; and to do related work as required.

SUPERVISION RECEIVED: Specific assignments of duties are received or come to position through normal work flow of office; work is subject to review in process and upon completion.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As required, to classify or code accounting and statistical records in accordance with prescribed instructions.

To arrange material for posting and to operate a standard bookkeeping machine for posting data from prepared and usually precoded accounting or statistical records such as requisitions, vouchers, transfers and other documents or records to ledger cards, receipts or disbursement journals or to report forms and summary sheets or other accounting forms.

To verify accuracy of postings against internal accounting controls.

To trace machine errors and make corrections; to locate incorrect postings which require correction vouchers or other required forms.

To balance subsidiary ledgers against control sheets and general ledgers.

To prepare regular and special reports which may involve reduction and summarization of material posted in ledgers.

To maintain files necessary for keeping records and accounts in proper arrangement.

To perform other tasks of a clerical nature, such as receiving telephone calls, typing out simple forms and headings on ledger cards, receiving visitors in office, handling receipt of cash payments over office counter and giving routine information.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of general office methods and practices; a working knowledge of elementary bookkeeping; the ability to maintain accuracy of detail in posting, balancing and summarizing; the ability to operate a typewriter accurately; the ability to understand and follow oral and written instructions; the ability to read printed words and numbers accurately; the capacity to learn to operate a standard bookkeeping machine; and related capacities and abilities.

EDUCATION: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in commercial subjects.

Class Revised: August 24, 1969

Editorial Review: 3/15/03