

## BOOKKEEPER - STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Maintains and operates a set of general books of account, takes and transcribes dictation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for maintaining and operating a set of general books of account including subsidiary ledgers. The work is performed under general supervision and in accordance with prescribed procedures. Difficult and unusual technical problems or situations are referred to supervisors for assistance. Immediate supervision may be exercised over the work of one or more clerical assistants.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains and operates a complete and systematic set of general books including subsidiary ledgers in accordance with prescribed system of accounts;

Classifies a wide variety of receipts and expenditures and distributes items according to a prescribed code;

Transposes from journal or other sources to general ledger;

Takes trial balances and prepares summary statements of ledger balances;

Prepares and types a variety of monthly and other reports of information taken from journal or ledger;

Assists in the preparation and typing of departmental budget and maintaining budget control;

Reviews and checks a wide variety of complex account keeping records and reports;

Prepares, types, and analyzes a variety of complex financial and statistical records and reports;

Takes and transcribes dictation and independently conducts routine correspondence;

Operates calculating, computing, typewriter, automated systems equipment, and other office machines;

Types and/or produces materials from copy, rough draft, dictating machine cylinders and other detailed instructions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of principles and practices used in single and double-entry bookkeeping; some knowledge of accounting theory and methods; thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of office terminology, procedures and equipment; good knowledge of Business English; ability to take dictation at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgement; a high degree of accuracy; neatness; integrity; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course or possession of a high school equivalency diploma and one (1) year of financial record keeping experience which must have involved double-entry bookkeeping, including or supplemented by one year of typing (or word processing) and stenographic experience; or (b) five years of clerical experience, one year of which must have involved double-entry bookkeeping, typing (or word processing) and stenographic work; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Completion of a two-year college or business school course including courses in bookkeeping and/or account-keeping may be accepted as equivalent to the one year of required specialized experience. However, if the program did not include courses in typing or word processing and stenography, one year of experience that included typing or word processing and stenographic responsibilities must also be shown.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages  
Special Districts  
Cities of Rye & Peekskill  
School Districts  
J. C.: Competitive  
1a

Job Class Code: S704 (School Districts)  
0704 (Municipalities)