

BOOKKEEPING MACHINE OPERATOR

GENERAL STATEMENT OF DUTIES: Operates a bookkeeping machine; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a clerical employee of higher rank, has responsibility for accurate operations of a multiple register bookkeeping machine used in the keeping of financial records.

EXAMPLES OF WORK: (Illustrative Only)

Prepares material for posting;

Posts debits and credits to voucher, appropriation, and order ledgers;

Prepares reports and statements from ledgers upon the machine;

Compiles statistical and accounting reports manually or with the aide of the bookkeeping machine;

Files posted information and miscellaneous accounting documents;

Prepares trial balances and/or other financial and statistical material as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern machine accounting; skill in the use and operation of modern bookkeeping machines; ability to maintain a simple set of accounting records; ability to understand and follow written and oral instructions; accuracy; neatness.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation or possession of a high school equivalency diploma and one (1) year of general clerical experience, six (6) months of which shall have involved the operation of a bookkeeping machine; or (b) five (5) years general clerical experience which shall have involved at least six (6) months of experience in the operation of a bookkeeping machine; or (c) a satisfactory equivalent combination of the foregoing training and experience, as defined by the limits of (a) and (b).

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,
Cities of Rye and Peekskill,
Special Districts School Districts
J.C.: Competitive

Job Class Code: 0723
S723