

## BOOKKEEPING MACHINE OPERATOR

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

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level financial record keeping employee, an incumbent of this position posts allocations, encumbrances and payments on ledger cards by means of a multiple register bookkeeping machine used in the maintenance of financial records. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Prepares material to be posted including the numbering of claims;

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

Prepares statements of accounts from ledgers upon the machine;

Prepares accounting and statistical reports via machine or manually;

Files posted information and assorted accounting documents;

Prepares trial balances.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern machine accounting; familiarity with office methods and procedures; skill in the operation of modern bookkeeping machines; ability to maintain a simple set of accounting records; ability to understand and follow written and oral instructions; ability to concentrate; accuracy; neatness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and one year of general clerical experience, six months of which was in the operation of a bookkeeping machine; or (b) five years of general clerical experience, six months of which was 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).