

BOOKKEEPER - TYPIST

GENERAL STATEMENT OF DUTIES: Maintains and operates a set of general books of account, performs typing assignments using a typewriter or automated systems equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in accordance with prescribed procedures, an incumbent of this class maintains and operates a set of general books of account, including subsidiary ledgers, (either manually or using automated systems equipment), and performs typing assignments using a typewriter or automated systems equipment. 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 in 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;

Conducts routine correspondence;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 manipulate an alpha-numeric 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 judgment; a high degree of accuracy; neatness; integrity; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and one (1) year of financial record keeping experience which involved keeping a set of double-entry books of account and typing work or use of automated systems equipment to maintain financial records and produce correspondence; or (b) five years of clerical experience, one year of which must have included keeping a set of double-entry books of accounts and typing work or use of automated systems equipment to maintain financial records and produce correspondence; 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 one year of the required specialized experience. However, if this program did not include a typing or word processing course, one year of experience which included typing or word processing 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,
Cities of Rye & Peekskill
School Districts
J. C.: Competitive:
1a

Job Class Code: 0705 (Towns, Villages, Cities)
S705 (School Districts)