HERKIMER COUNTY

SENIOR BOOKKEEPING MACHINE OPERATOR

GENERAL STATEMENT OF DUTIES: Performs and/or supervises the operation of a unit engaged in the operation of multiple registered machines and the maintenance of financial accounts and records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult office work involving responsibility for performing and/or supervising the multiple registered bookkeeping machine operations in posting computations and verifying financial accounts and records. Employees work under general supervision in accordance with prescribed routine permitting some leeway for the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Assigns work, reviews and records work done and instructs new employees in specified clerical work of the unit;
- Checks reports and records for clerical accuracy, completeness and proper extension;
- Operates a bookkeeping machine in posting to journal or ledger accounts from vouchers, payrolls, purchase orders, allotment schedules and other original entry media;
- Prepares media for posting;
- Compiles statistical and accounting reports manually or with the aide of a bookkeeping machine;
- Proves operations, orders ledgers and journals and takes trial balances;
- Prepares summary statements of ledger balances;
- May perform incidental typing and clerical tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures and equipment; good knowledge of theory and practices of operating a multiple registered bookkeeping machine and related equipment; ability to operate a bookkeeping machine with satisfactory accuracy and speed; ability to plan and supervise the work of others; ability to type; ability to follow oral and written instructions, clerical aptitude, neatness, reliability and good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and two years of experience in the operation of multiple register bookkeeping machines; or any equivalent combination of experience and training.