

BOOKKEEPING MACHINE OPERATOR

Competitive

(Adopted: May 27, 1969)

(Revised: June 20, 1990)

DISTINGUISHING FEATURES OF THE CLASS: This work involves the operation of a computer in posting, computing and verifying financial accounts and records. The work is performed under general supervision in accordance with a prescribed routine, but some leeway is permitted for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a computer 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 aid of a computer;
Proves operations;
Prepares summary statements of ledger balances;
Performs incidental typing and clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory and practice of operating a computer and related equipment; ability to operate a computer with reasonable accuracy and speed; ability to type; ability to follow oral and written instructions; clerical aptitude; neatness; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of satisfactory clerical experience including six (6) months of computer operation experience or training.