

ACCOUNTING MACHINE OPERATOR 3

GENERAL

Incumbents in this class are responsible for the total operation of the accounting machine unit which involves control and preparation of all accounts receivable, accounts payable, etc., for entry or posting into the machine, all final balancing, issuance of payments, cheques, management reports, registers, etc. Incumbents will normally supervise and train Accounting Machine Operators at the 1 and 2 level, and may be required to revise or assist in the development of new programs for machines with programmable features. This level is differentiated from the 2 level in that positions carry total responsibility for supervision of the unit in addition to assigned responsibility for accounting procedures and functions.

TYPICAL DUTIES

Supervises the operation of the accounting machine unit and is responsible for control and preparation of all documents.

May supervise Accounting Machine Operators at the 1 and 2 level and may train operators in the operation of a machine.

Establishes work priorities and solves accounting problems related to the unit and rectifies all errors.

May prepare payrolls or accounts payable prior to posting and will be responsible for all final output and balancing of all records.

Prepares and maintains workload and utilization statistics for senior accounting personnel.

Prepares statements and/or reports on total operation of the unit.

May make minor modifications to the system to ensure efficient operation.

Performs other duties as assigned.

QUALIFICATIONS

Education, Training and Experience

High school education with extensive experience in the operation of an accounting machine plus previous accounting experience.