

## **Bookkeeping Machine Operator**

### **SUMMARY:**

An entry level accounting position essentially clerical in nature. Work is performed under close supervision and in accordance with established routines and procedures. Processes a variety of entries and performs support functions.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions and posts records as appropriate.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Processes money orders, bank wires, collateralized mortgage obligations, stop payments on checks, manual payroll, collection department items, insurance add-ons and reversals, savings bonds, vendor payments, and collection items.
- Balances, checks and cash account daily, Fed wires, Gift check account and cashier checks daily, also settles money orders and Traveler's checks daily.
- Order and exchange Foreign currency.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)