

Proof Machine Operator

SUMMARY:

Work is performed according to specific and detailed procedures and methods; operates an automated proof transit machine (similar in operation to a calculator); encodes, proofs, and sorts documents of transactions, such as checks, deposit slips, charge cards, sales transactions, loan payments, and other accounting debit and credit entries associated with proof machine work.

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

- Operates proof machine in accordance with standard operating protocols.
- Settles local clearings each morning and prepares entries for return items.
- Files/microfilms deposit slips and other support documentation related to function.
- Delivers Federal Reserve Bank (FRB) returns; collects work from tellers and cashiers and prepares machines for processing the day's workload.
- Examines incoming cash letters from FRB. Encodes missing account numbers and balances totals to proof machine.

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