

Bookkeeping Machine Operator - Job Standards

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

KNOWLEDGE OF WORK:

Has complete knowledge of machine operation (i.e., item processing unit) and can instruct others on its functions, resolve mechanical problems, operational problems, and other software/hardware problems
Knows how to arrange, process, balance, reconcile, reject, resubmit and otherwise deal with all items
Understands how bookkeeping machine operation fits into the overall accounting and data processing function
Has a thorough understanding of the organization's mission and operating philosophy

QUALITY OF WORK:

Maintains rigid schedule, processing items within required clearinghouse time schedules
Knows when process is malfunctioning; interrupts process and corrects before proceeding
Balances all accounting and other data to the penny for every run
Immediately reports exceptions and substantial deviations to supervisor

QUANTITY OF WORK:

Processes a variety of volumes daily; schedules time and support to accomplish tasks regardless of volume
Consistently handles workload variances; puts in extra time when required
Makes distinctions between time-sensitive processing and other processing and revises schedule accordingly
Maintains a daily log of transaction volumes to plan staffing, machine capacity, and number of shifts

PROBLEM ANALYSIS:

Thoroughly understands nature and cause of problem, and what need to be done to correct same
Knows how to research problems and implement corrective procedures
Accurately identifies root cause of reoccurring problems and recommends solutions
Offers alternative solutions to employees and management when unable to fully correct problems

PLANNING AND ORGANIZATION:

Plans work so that maximum can be accomplished in time allotted
Accepts responsibility for missed deadlines; seeks help to reengineer current processes
Organizes work processes, documents them, so that others can follow flow and find what they need