



## CareerOneStop Occupation Profile

### Bookkeeping, Accounting, and Auditing Clerks

#### Description: what do they do?

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

#### Also known as:

Accounts Receivable Clerk, Bookkeeper, Account Receivable Clerk, Accounts Payable Specialist, Accounting Assistant, Accounts Payables Clerk, Account Clerk, Accounts Payable Clerk, Accounting Clerk, Accounting Associate

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#### Career video

<https://cdn.careeronestop.org/OccVids/OccupationVideos/43-3031.00.mp4>

Transcript: Transcript for this video is not available

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#### Outlook: will there be jobs?



New job opportunities are **very likely** in the future.

[Find job openings](#)

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#### Projected employment

California

United States

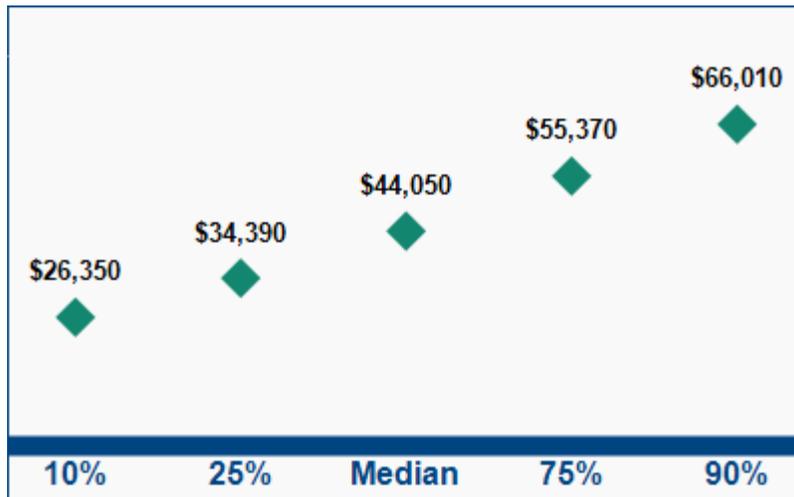
192,000 2014 Employment	1,760,300 2014 Employment
188,600 2024 Employment	1,611,500 2024 Employment
-2% Percent change	-8% Percent change
1,880 Annual projected job openings	17,260 Annual projected job openings

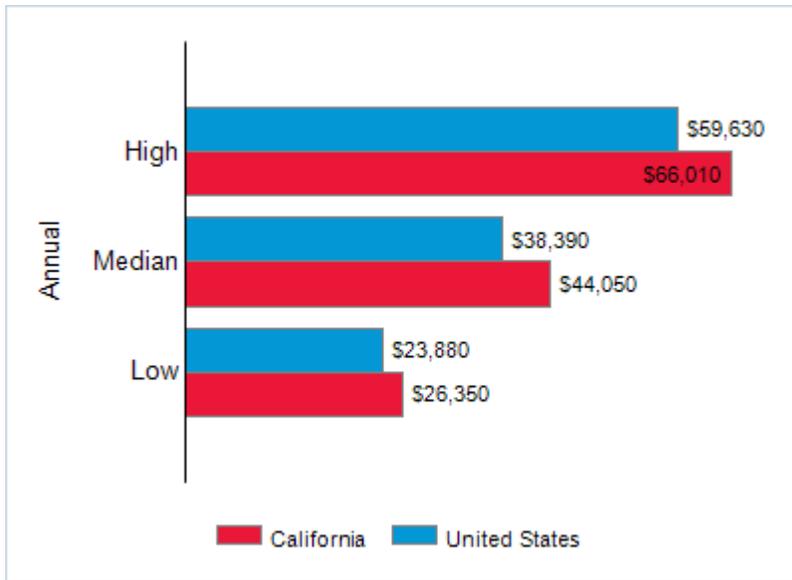
[Compare projected employment](#)

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### Typical wages

Annual wages for Bookkeeping, Accounting, and Auditing Clerks in California





Location	California	United States
10%	\$26,350	\$23,880
25%	\$34,390	\$30,640
Median	\$44,050	\$38,390
75%	\$55,370	\$48,440
90%	\$66,010	\$59,630

[See more wages](#)

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### Education and experience: to get started

People starting in this career usually have:

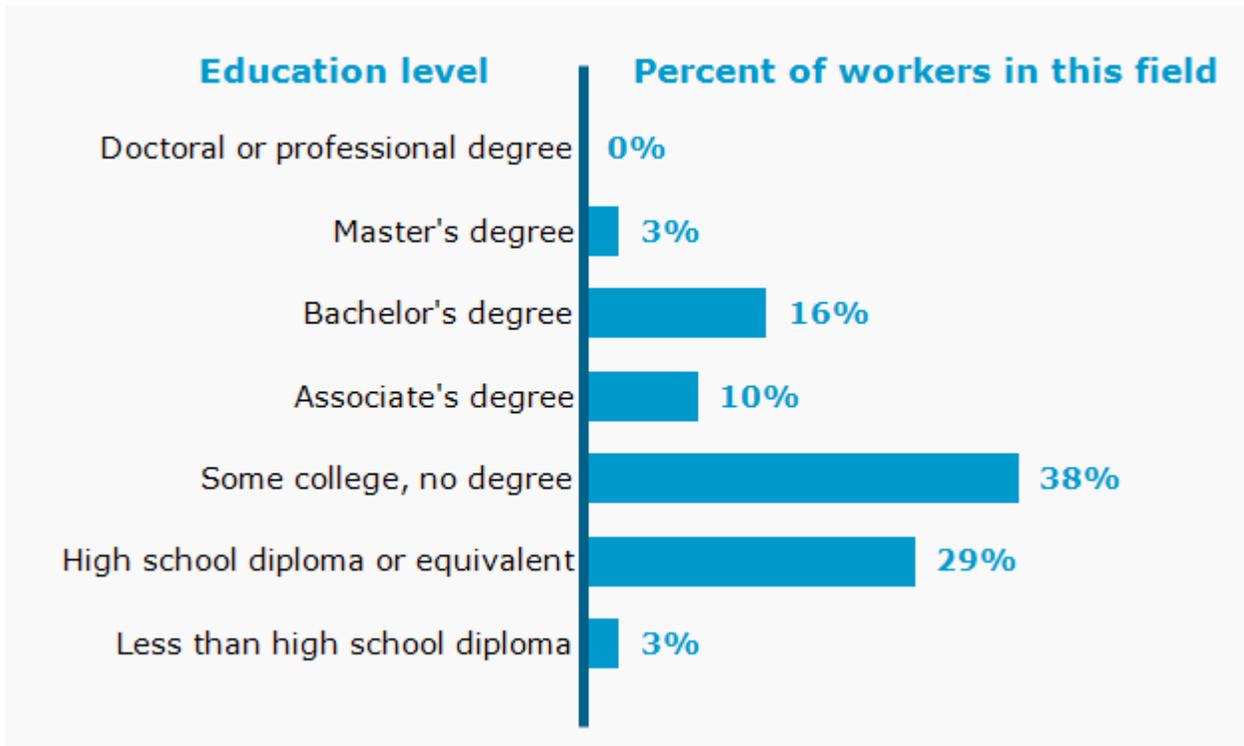
- Some college, no degree
- No work experience
- 1 to 12 months on-the-job training

Programs that can prepare you:

- [Accounting Technology/Technician and Bookkeeping](#)
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## Typical education

How much education do most people in this career have?



[Find local training](#)

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### Certifications: show your skills

Let employers know you have the skills to do well at this job. Earning a **certification** can help you:

- Get a job
- Get a promotion

[Find certifications](#)

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### Licenses: do you need one?

Some states require an **occupational license** to work in this career.

[Find license details for your state](#)

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### Apprenticeships: learn on the job

**Apprenticeships** combine paid on-the-job-training with classroom lessons.

[Find apprenticeship sponsors](#)

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### **Activities: what you might do in a day**

- Maintain financial or account records.
- Operate computers or computerized equipment.
- Execute sales or other financial transactions.
- Verify accuracy of financial or transactional data.
- Prepare cash for deposit or disbursement.
- Compile data or documentation.
- Calculate financial data.
- Operate office equipment.
- Collect deposits, payments or fees.
- Monitor financial information.
- Reconcile records of sales or other financial transactions.
- Code data or other information.
- File documents or records.
- Answer telephones to direct calls or provide information.
- Search files, databases or reference materials to obtain needed information.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Calculate costs of goods or services.
- Maintain inventory records.

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### **Knowledge**

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
  - **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
  - **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
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## Skills

People in this career often have these skills:

- **Mathematics** - Using math to solve problems.
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## Abilities

People in this career often have talent in:

- **Oral Comprehension** - Listening and understanding what people say.
  - **Mathematical Reasoning** - Choosing the right type of math to solve a problem.
  - **Written Comprehension** - Reading and understanding what is written.
  - **Near Vision** - Seeing details up close.
  - **Written Expression** - Communicating by writing.
  - **Number Facility** - Adding, subtracting, multiplying, or dividing.
  - **Problem Sensitivity** - Noticing when problems happen.
  - **Oral Expression** - Communicating by speaking.
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## Related occupations

- [Brokerage Clerks](#)
  - [Billing, Cost, and Rate Clerks](#)
  - [Payroll and Timekeeping Clerks](#)
  - [Legal Secretaries](#)
  - [Tax Preparers](#)
  - [Executive Secretaries and Executive Administrative Assistants](#)
  - [File Clerks](#)
  - [Human Resources Assistants, Except Payroll and Timekeeping](#)
  - [Procurement Clerks](#)
  - [Municipal Clerks](#)
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Wage information comes from the Bureau of Labor Statistics, Occupational Employment Statistics Program. (<https://www.bls.gov/oes/home.htm>)

Education information comes from the Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections. (<https://www.bls.gov/emp/>)

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