



## 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:

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

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#### Career video

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

Transcript: It takes detail orientation, math skills, and personal integrity to run the numbers for an entire organization... or even a small part of one. Bookkeeping, accounting, and auditing clerks bring those qualities to work producing financial records... so that organizations know exactly how much money they've spent, what is owed to them, and their total profits and losses. Bookkeeping, accounting, and auditing clerks use specialized computer accounting software to enter information from receipts or bills. They may handle payroll, billing, purchasing, and monitor overdue bills. Effective bookkeeping requires regular communication with clients as well. Some clerks are full-charge bookkeepers who oversee an entire organization's books. Others, especially at larger companies, are accounting clerks who handle specific tasks. They all use basic math throughout the day. Most bookkeeping, accounting, and auditing clerks work full time, in offices, although part-time schedules are not uncommon. Additional hours may be required for audits, during tax season, or to meet end-of-fiscal-year deadlines. Although a high school diploma or equivalent is required, most employers prefer candidates with some college coursework in accounting. On-the-job training can last up to one year. Clerks must have basic math and computer skills, including knowledge of spreadsheets and bookkeeping software.

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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

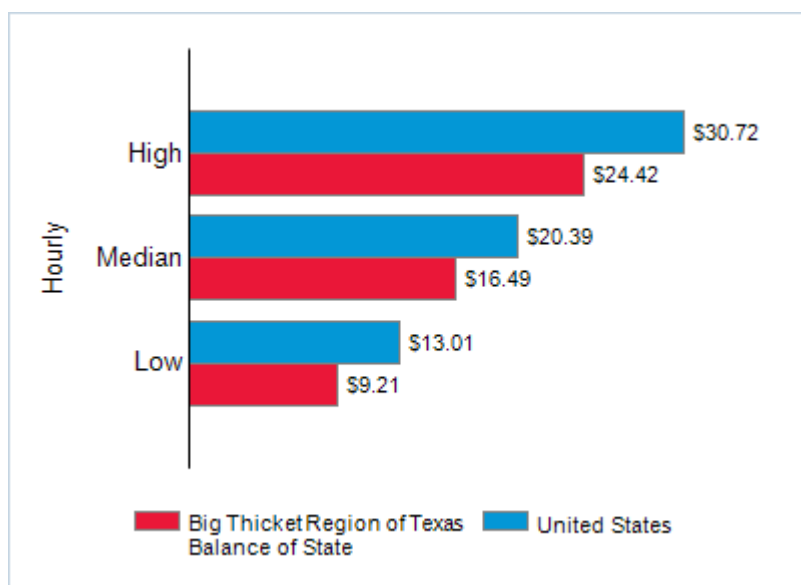
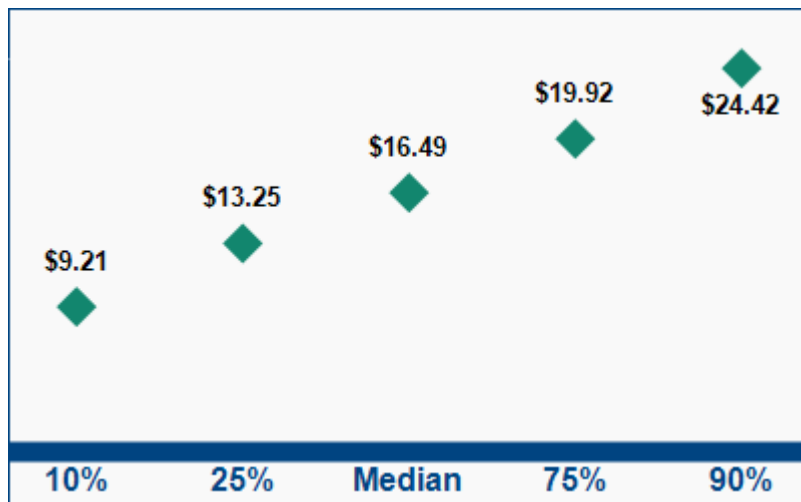
| Texas                                   | United States                            |
|---|--|
| 143,880<br>2018 Employment              | 1,673,600<br>2019 Employment             |
| 152,300<br>2028 Employment              | 1,578,200<br>2029 Employment             |
| 6%<br>Percent change                    | -6%<br>Percent change                    |
| 18,100<br>Annual projected job openings | 162,100<br>Annual projected job openings |

[Compare projected employment](#)

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### Typical wages

Hourly wages for Bookkeeping, Accounting, and Auditing Clerks in Big Thicket Region of Texas Balance of State



| Location | Big Thicket Region of Texas Balance of State | United States |
|----------|--|---------------|
| 10%      | \$9.21                                       | \$13.01       |
| 25%      | \$13.25                                      | \$16.31       |
| Median   | \$16.49                                      | \$20.39       |
| 75%      | \$19.92                                      | \$25.21       |
| 90%      | \$24.42                                      | \$30.72       |

[See more wages](#)

## Education and experience: to get started

People starting in this career usually have:

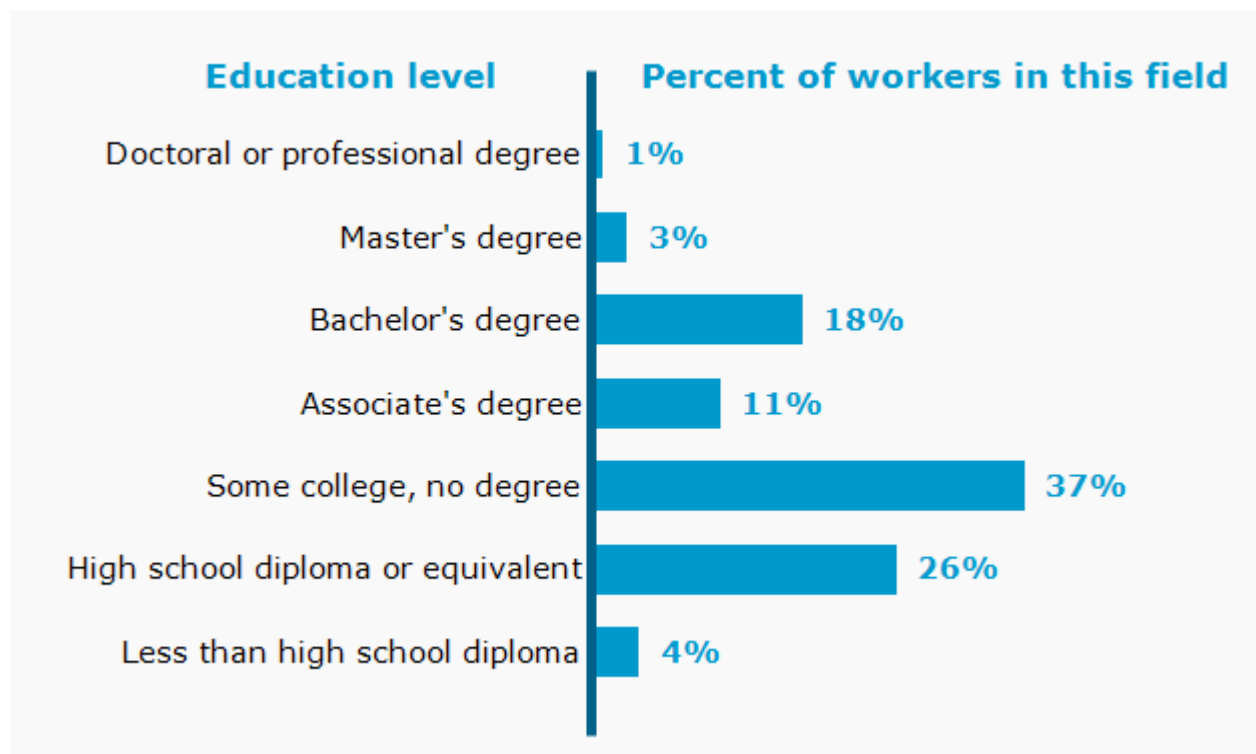
- Some college, no degree
- No work experience
- 1 to 12 months on-the-job training

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 opportunities](#)

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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.
- Compile data or documentation.
- Prepare cash for deposit or disbursement.
- 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.
- Answer telephones to direct calls or provide information.
- File documents or records.
- 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.
- **Written Comprehension** - Reading and understanding what is written.
- **Near Vision** - Seeing details up close.
- **Mathematical Reasoning** - Choosing the right type of math to solve a problem.
- **Written Expression** - Communicating by writing.
- **Oral Expression** - Communicating by speaking.
- **Problem Sensitivity** - Noticing when problems happen.
- **Number Facility** - Adding, subtracting, multiplying, or dividing.

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## Related occupations

- [Brokerage Clerks](#)
- [Billing and Posting Clerks](#)
- [Payroll and Timekeeping Clerks](#)
- [Legal Secretaries and Administrative Assistants](#)

- [Tax Preparers](#)
  - [Executive Secretaries and Executive Administrative Assistants](#)
  - [File Clerks](#)
  - [Human Resources Assistants, Except Payroll and Timekeeping](#)
  - [Procurement Clerks](#)
  - [Court, Municipal, and License Clerks](#)
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<https://www.CareerOneStop.org/Toolkit/Careers/Occupations/Occupation-profile.aspx>

Occupational descriptions, sample titles (“Also known as”), activities, knowledge, skills, abilities, interests, tasks, and related occupations come from the [O\\*NET 25.1 Database](https://www.onetcenter.org/database.html) (<https://www.onetcenter.org/database.html>) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) (<https://creativecommons.org/licenses/by/4.0/>) license. O\*NET® is a trademark of USDOL/ETA.

Career videos were developed by CareerOneStop (<https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx>). Video content is based on data from the USDOL’s Bureau of Labor Statistics website Occupational Outlook Handbook (<https://bls.gov/oooh/home.htm>) and O\*NET OnLine (<https://www.onetonline.org/>), sponsored by the USDOL/ETA. The video creation platform, WOCHIT, was used to produce the career videos.

Outlook data (“Will there be jobs?”) come from O\*NET at the USDOL/ETA (<https://www.onetonline.org/find/bright> and [https://www.onetcenter.org/bright/2019/mnm\\_outlook.html](https://www.onetcenter.org/bright/2019/mnm_outlook.html)).

State employment projections data for 2018-28 are from Projections Central(<http://www.projectionscentral.com>) and each state’s [Labor Market Information office](#)

National employment projections data come from the USDOL’s Bureau of Labor Statistics, Employment Projections program (<https://www.bls.gov/emp>), Employment by detailed occupation, 2019 and projected 2029.

Wage data are from the USDOL’s Bureau of Labor Statistics Occupational Employment Statistics, May 2020. (<https://www.bls.gov/oes>)

Typical education needed for entry (“Education and experience: to get started”) comes from USDOL’s Bureau of Labor Statistics, Employment Projections program, Education and Training Data, Education and training assignments by detailed occupation, 2019 (<https://www.bls.gov/emp/documentation/education-training-system.htm>).

Education and attainment data (“Typical education”) are from the U.S. Department of Labor, Employment Projections, Education and Training Data, Educational attainment for workers 25 years and older by detailed occupation, 2018 (<https://www.bls.gov/emp/documentation/education-training-system.htm>).