

Bookkeeping, Accounting, and Auditing Clerks

43-3031.00



Description: Compute, classify, and record numerical data to keep financial records complete.

Other Resources:

[ONET Link](#)
[MyNextMove Link](#)

Sample of Reported Job Titles: Account Clerk, Accounting Assistant, Accounting Associate

Job Zone

Title: 3 - Medium Preparation Needed

Education: Require training in vocational schools, related on-the-job experience, or an associate's degree.

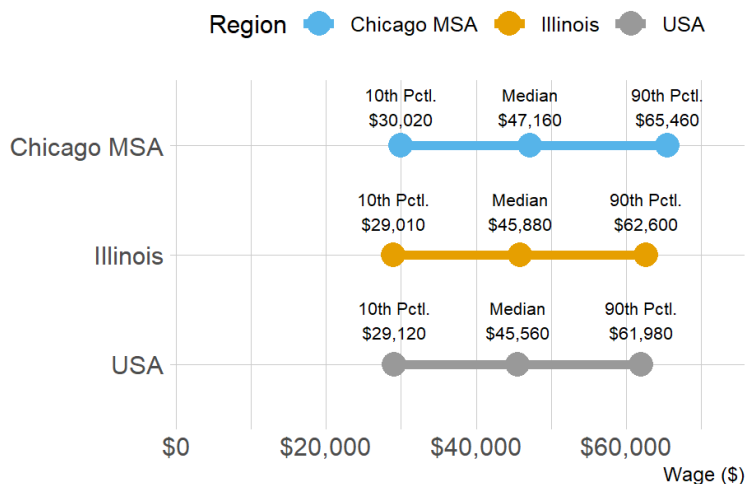
Experience: Previous work-related skill, knowledge, or experience is required.

Training: One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

Core Certifications: Certified Management Accountant, Certified Accounts Payable Associate, Certified Payroll Professional, Tax Certification, Bookkeepers Certification

Hot Technologies: AcornSystems Corporate Performance Management, Adobe Systems Adobe Acrobat, ADP Workforce Now, Advanced Management Systems Software for

Region	Employment	Location Quotient	Median Wage
Chicago MSA	43,300	0.95	\$47,160
Illinois	61,470	1.02	\$45,880
USA	1,509,370	—	\$45,560



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Operate computers programmed with accounting software to record, store, and analyze information.	Hourly or more	95
Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.	Daily	94
Comply with federal, state, and company policies, procedures, and regulations.	Daily	91
Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.	Hourly or more	89
Receive, record, and bank cash, checks, and vouchers.	Daily	89