

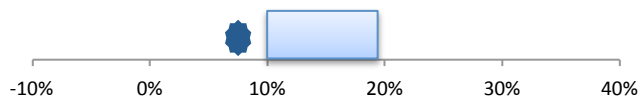
# ACCOUNTING CLERK

**What do they do?** Compute, classify, and record numerical data to keep financial records complete. Perform 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.

**People with these roles and responsibilities are also called:** Accounting Clerk, Accounting Assistant, Accounting Associate, Accounts Payables Clerk, Accounts Payable Specialist, Accounts Receivable Clerk, Bookkeeper

- Some typical job duties include:**
- Operate computers programmed with accounting software to record, store, and analyze information.
  - Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
  - Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
  - Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

## Ohio Job Outlook "Slower than Average" (+7.6%)



**Projected % change in number of jobs by 2020**

*Note: Blue band = Average growth (10% to 19%)*

**National Job Outlook through 2020: 13.6%**

## Most Important Occupational Skills

### BASIC SKILLS

- Reading Comprehension
- Active Listening
- Speaking

### PROBLEM SOLVING SKILLS

- Complex Problem Solving

### SYSTEMS SKILLS

- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation

### SOCIAL SKILLS

- Social Perceptiveness
- Coordination
- Service Orientation

### TECHNICAL SKILLS

- Operation Monitoring
- Operations Analysis

### RESOURCE MANAGEMENT SKILLS

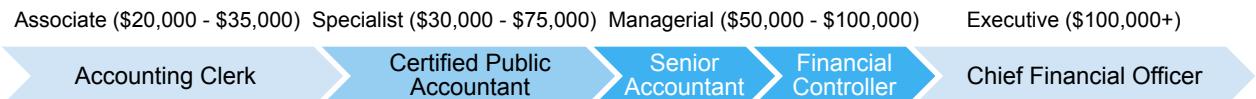
- Time Management
- Mgmt of Personnel Resources
- Mgmt of Financial Resources

*The most important skills required for performing this job well are underlined.*

## How much did these jobs pay in 2013?

**Average: \$36,620 per year  
 (\$17.60 per hour)**

## Career Pathway and Educational Requirements



Accounting Clerk	Certified Public Accountant	Senior Accountant	Financial Controller	Chief Financial Officer
<b>REQUIRED FOR ENTRY/ADVANCEMENT</b>	<b>REQUIRED FOR ADVANCEMENT</b>	<b>REQUIRED FOR ADVANCEMENT</b>	<b>REQUIRED FOR ADVANCEMENT</b>	<b>REQUIRED FOR ADVANCEMENT</b>
<ul style="list-style-type: none"> <li>• High school degree</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Professional certification</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate degree</li> <li>• Multiple years related work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate degree</li> <li>• Many years related work experience</li> <li>• Professional certification</li> </ul>	

### SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

- Account Clerk Certificate** (offered by many community colleges)
- Accredited Business Accountant** (Accreditation Council for Accountancy and Taxation, unavailable online)
- Certified Bookkeeper** (American Institute of Professional Bookkeepers, unavailable online)
- Certified Public Accountant - CPA** (American Institute of Certified Public Accountants, unavailable online)
- Certified Management Accountant** (Institute of Management Accountants, unavailable online)