

Occupational Profile

Bookkeeping, Accounting, & Auditing Clerks



DOES THIS DESCRIBE YOU?

Work Interests involve descriptive categories (compatible with Holland's Model) attributed to success in this career:

- **Conventional** – Enjoy following set procedures and routines developed through higher authority; includes working with data and details more than with ideas.
- **Enterprising** – Involves starting up and carrying out projects; often leading people and making business decisions that sometimes require risk.

Work Styles depict worker characteristics conducive for this career:

- **Integrity**
- **Attention to Detail**
- **Dependability**
- **Cooperation**
- **Adaptability/Flexibility**

Work Values are associated with aspects of work that provide satisfaction in this career:

- **Relationships** – Provide service to others in noncompetitive environment.
- **Support** – Management backing.
- **Achievement**—Sense of accomplishment; results oriented.

Aptitudes reflect an ability to acquire skills and knowledge for success in this career:

- **Written Comprehension**
- **Oral Comprehension**
- **Mathematical Reasoning**
- **Near Vision**
- **Written Expression**

OVERVIEW

Compute, classify, and record 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. Belongs to the Business and Administration career cluster and Business Financial Management and Accounting career pathway.

SKILLS & KNOWLEDGE NEEDED

Basic Skills:

- Reading Comprehension
- Active Listening
- Critical Thinking
- Speaking
- Mathematics

Technology Skills:

- Accounting Software
- Data Base User Interface and Query Software
- Compliance Software
- Financial Analysis Software
- Medical Software

Knowledge:

- Clerical
- English Language
- Customer and Personal Service
- Mathematics
- Economics and Accounting

ESTIMATED & PROJECTED EMPLOYMENT

Occupational Title	2014 Estimated Employment	2024 Projected Employment	2014-24 Employment Change	Annual Growth Rate (%)	Total Annual Openings
Total, All Occupations	1,795,100	1,949,240	154,140	0.9	58,145
Office & Administrative Support Occupations	249,885	262,910	13,030	0.5	6,885
Bookkeeping, Accounting, & Auditing Clerks	24,445	23,035	-1,405	-0.6	240

Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>

2017 WAGE & SALARY (\$)

Occupational Title	Mean Wage	Mean Salary	Entry Wage	Entry Salary	Exp Wage	Exp Salary
Total All Occupations	20.93	43,539	10.09	20,991	26.35	54,813
Office & Administrative Support Occupations	16.83	35,013	10.89	22,645	19.81	41,198
Bookkeeping, Accounting, & Auditing Clerks	16.95	35,256	11.32	23,552	19.76	41,107

Source: <https://www.iowaworkforcedevelopment.gov/occupational-employment-and-wages>

EDUCATION & TRAINING

Education
Some College

Work Experience
None

Job Training
Moderate-Term On-The-Job



Some college is generally preferred for bookkeeping, accounting, and auditing clerk positions with many preferring applicants with office experience. Sources: <https://www.iowaworkforcedevelopment.gov/occupational-projections> and https://www.bls.gov/emp/ep_education_training_system.htm,

NATIONAL CAREER READINESS CERTIFICATE (NCRC)

Skill	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Mathematics	4	3	6
Locating Information	4	3	6
Reading for Information	4	3	6
Applied Technology	n.a.	n.a.	n.a.
Business Writing	3	3	4
Workplace Observation	3	3	3
Listening for Understanding	2	2	2

An ACT assessment-based credential issued in determining essential work skills needed for employment success across industries and occupations. The greater the score, the greater the skill level (Bronze = 3, Silver = 4, Gold = 5, Platinum = 6 & higher). Source: <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html>

ADDITIONAL SOURCES:

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PRIMARY INDUSTRY SECTORS

(Where are Accounting Clerks Employed?)

Crop & Animal Production
 Management of Companies/Enterprises
 Motor Vehicle & Dealers
 Local Government
 Merchant Wholesalers
 Building Material & Garden Equipment Dealers
 Credit Intermediation
 Professional, Scientific, and Technical Services
 Religious, Grantmaking, Civic, Professional
 Credit Intermediation and Related
 Ambulatory Health Care Services
 Food & Beverage Stores
 Specialty Trade Contractors
 Educational Services

Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>