CAREER PATHWAY: 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.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE: \$37,710

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Service Orientation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems

Evaluation

Resource Management Skills: Time Management, Management of

Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Associate (\$20,000-\$35,000)

Specialist (\$30,000-\$75,000)

Managerial (\$50,000-\$100,000)

Executive (\$100,000+)

Accounting Clerk

Certified Public Accountant

Senior Accountant/ Financial Controller

Chief Financial Officer

REQUIRED FOR ENTRY:

High School Diploma

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Professional Certification REQUIRED FOR ADVANCEMENT:

Post-graduate Degree, Related Work

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Post-graduate Degree, Professional Certification, Related Work

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Bookkeeper

American Institute of Professional Bookkeepers

Certified Public Accountant (CPA)

American Institute of Certified Public Accountants

Certified Management Accountant *Institute of Management Accountants*

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