

# 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.



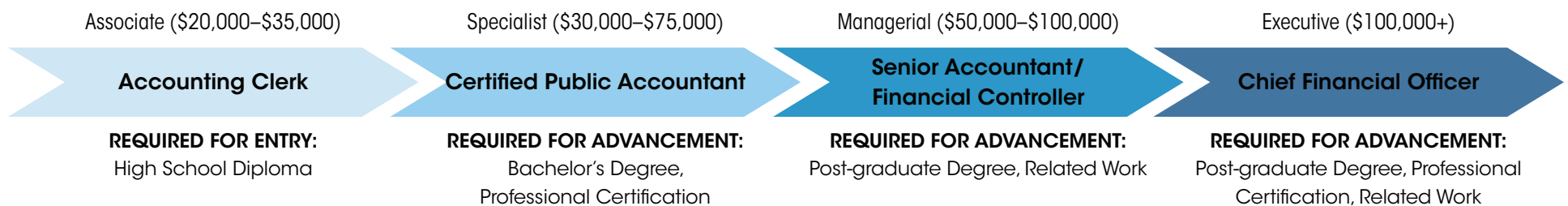
## HOW MUCH DO THESE JOBS PAY IN OHIO?

**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



**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*