

BOOKKEEPING, ACCOUNTING & AUDITING CLERK

WHAT WILL I BE DOING?

- Use computers
- Process paperwork
- Work with numbers
- Interact with customers
- Keep private data confidential
- Continue learning on the job

NATIONAL, STATE AND LOCAL WAGE INFORMATION

	Entry Level Hourly Wage	2016 Employment	Projected 2026 Employment
Capital Area	\$15.87	7,750	8,178
Texas	\$13.06	131,299	140,549
United States	\$12.44	1,730,500	1,705,300

WHAT JOB TITLES SHOULD I SEARCH FOR?

- Financial Clerk
- Procurement Clerk
- Brokerage Clerk
- Bookkeeper

WHERE COULD I WORK?

- Banks
- Mortgage Companies
- Businesses
- Government
- Insurance Companies
- Office Administrative Services

KNOWLEDGE AND SKILLS NEEDED

WHAT TYPE OF EDUCATION AND/OR TRAINING WILL I NEED?

Workers in occupations at this level can develop the skills needed for average job performance after obtaining high school diplomas or equivalent and on-the-job training. Brokerage clerks can benefit from an associate's degree in business or economics.

WILL I NEED A SPECIAL LICENSE OR CERTIFICATION?

Many occupations prefer or require at least one certification for entry or advancement.

Primary Data Sources: Texas Workforce Commission at texaslmi.com, JobsEQ at jobseq.eqsuite.com, Bureau of Labor Statistics at bls.gov, and CareerOneStop at careerinfonet.org ; National info 2019



OCCUPATIONAL PROFILE

For Staff Use
SOC: 43-3031
CIP: 52.0302

BOOKKEEPING, ACCOUNTING & AUDITING CLERK

CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2021)

Financial Manager

Hourly Wages

- Entry Level: \$37.36
- Median Level: \$60.46

Typical Education & Experience

- Bachelor's Degree
- 5+ years experience

469 new & replacement positions between 2016-2026

*Accountant & Auditor

Hourly Wages

- Entry Level: \$22.73
- Median Level: \$32.44

Typical Education & Experience

- Associate's and/or Bachelor's Degrees

1,581 new & replacement positions between 2016-2026

Bookkeeping, Accounting, & Auditing Clerk

Hourly Wages

- Entry Level: \$15.87
- Median Level: \$20.78

Typical Education & Experience

- Some College, No Degree
- Moderate on-the-job training

428 new & replacement positions between 2016-2026

Teller / Cashier (Respectively)

Hourly Wages

- Entry Level: \$11.85 / \$9.63
- Median Level: \$13.86 / \$11.22

Typical Education & Experience

- High School Diploma or Equivalent / None
- Short-term on-the-job training (both)

161 / 1,275 new & replacement positions between 2016-2026

This Career Ladder is for illustrative purposes and does not display all pathways for career advancement. For more information or feedback email: CareerLadder@wfscapitalarea.com

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