# CCUPATIONAL PROFILE

# 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<br>Hourly Wage | 2016<br>Employment | Projected 2026<br>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

Brokerage Clerk

Procurement Clerk

Bookkeeper

### WHERE COULD I WORK?

Banks

Insurance Companies

Mortgage Companies

Office Administrative Services

- Businesses
- Government

### 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.

For Staff Use SOC: 43-3031 CIP: 52.0302

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

## BOOKKEEPING, ACCOUNTING & AUDITING CLERK

### CAPITAL AREA CAREER LADDER

\* Also Included on Targeted Occupation List (PY 2021)



### Financial Manager

\*Accountant & Auditor

### **Hourly Wages**

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• Entry Level: \$37.36

• Median Level: \$60.46

### **Typical Education & Experience**

• Bachelor's Degree

• 5+ years experience

469 new & replacement positions between 2016-2026





### **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



### **Hourly Wages**

• Entry Level: \$15.87

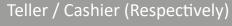
• Median Level: \$20.78

### **Typical Education & Experience**

• Some College, No Degree

• Moderate on-the-job training

428 new & replacement positions between 2016-2026



### **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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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 2018





