

# BUSINESS AND INDUSTRY BUSINESS MANAGEMENT & ADMINISTRATION

## BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

### ANNUAL WAGES

ENTRY: \$33,400  
MEDIAN: \$50,000  
HIGH: \$57,100

### HOURLY WAGES

ENTRY: \$16.06  
MEDIAN: \$24.02  
HIGH: \$27.47

### EDUCATION AT ENTRY LEVEL

ASSOCIATES  
DEGREE

THE AUSTIN MSA PROJECTS TO NEED OVER  
**22,340** BOOKKEEPING, ACCOUNTING &  
AUDITING CLERKS BY 2034. WILL YOU BE ONE?

### JOB DUTIES

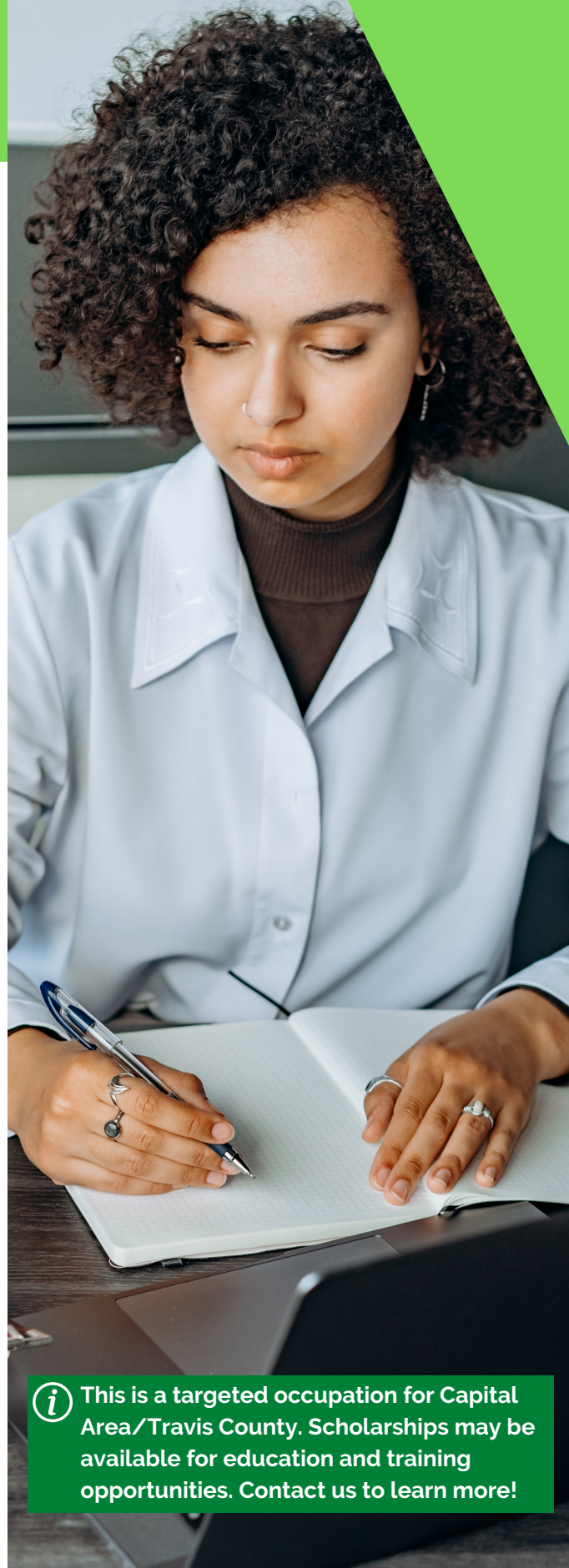
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.

### YOU WILL THRIVE IN THIS POSITION IF...

- You like regular routines and deadlines.
- You have a high attention to detail.
- You are dependable.
- You have integrity.
- You are adaptable/flexible.
- You can cooperate on a team.



**SCAN TO WATCH A VIDEO  
ABOUT THIS CAREER PATHWAY**



**i** This is a targeted occupation for Capital Area/Travis County. Scholarships may be available for education and training opportunities. Contact us to learn more!

Data Sources

SOC: 43-3031

O'Net, JobsEq, 2022Q4

Wages are for Austin MSA

Prepared by Workforce Solutions Capital Area  
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# BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

## HOW TO GET STARTED IN THIS CAREER PATHWAY



Take math and finance classes while in school.



Apply for a career training scholarship for this occupation with Workforce Solutions



Volunteer to help people with their taxes.



Complete a personality test or explore more high-demand careers. Scan the code to get started!

## CAREER PATHWAY - ENTRY TO MANAGEMENT

Experience Level	Occupation	Median Wages Hourly & Salary	Education Requirements
Senior Level	Accountant & Auditor	\$39.85 \$82,900	Associate's or Bachelor's Degree
Intermediate Level	Bookkeeping, Accounting, Auditing Clerk	\$27.47 \$50,000	Some College, No Degree
Entry Level	Teller/Cashier	\$18.29 / \$13.95 \$38,000 / \$29,000	High School Diploma or Equivalent

## WHAT IS SOMETHING NEW YOU LEARNED ABOUT THIS CAREER?

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