

Business  
Management &  
Administration  
Cluster



Careers in  
planning,  
organizing,  
directing and  
evaluating  
business  
functions  
essential to  
efficient and  
productive  
business  
operations.

**Data Sources**  
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# Bookkeeping, Accounting and Auditing Clerks

*Next time you're at a cash register, take note. It's probably computerized, running on powerful software that tracks every sale and refund and uses that information to keep tabs on inventory levels. What happens next? A bookkeeper works with the collected data, providing owners, managers and accountants with information they can use when making business decisions. Bookkeeping, accounting and auditing clerks work with retail records and much more.*

If you are interested in a career interpreting data and helping business owners make important business decisions, a career as a **bookkeeping, accounting or auditing clerk** may be for you.

**Bookkeeping, accounting and auditing clerks compute, classify and record numerical data to keep financial records complete.**

## Are You Ready To...?

- Learn payroll particulars, inside and out
- Put together budget reports
- Memorize tax laws
- Get up to speed on accounting software
- Take your math skills to the next level

## It Helps To Be...

Someone who loves working with numbers, down to the last decimal; accounting is all about accuracy.

## A Day In The Life...

- Compile data for financial reports
- Complete patient bills
- Compute financial data and taxes
- Detect discrepancies on records or reports
- Disburse checks to satisfy accounts payable
- Enter time sheet information
- Fill out business or government forms
- Maintain balance sheets

## Salary and Opportunity in the Austin-area

**Median Hourly Wage: \$20.49**

*That comes out to more than  
\$42,621 a year.*

**In 2016, we had  
7,750 Bookkeeping,  
Accounting and Auditing  
Clerks.**

**By 2026, we'll need 8,178.**

*Could you be one of the 428?*

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# Bookkeeping, Accounting and Auditing Clerks

## After High School...

In addition to a high school diploma, many employers look for bookkeeping, accounting and auditing clerks with an **associate's degree**.



## Top 5 Industries for Bookkeeping, Accounting and Auditing Clerks

1. Accounting, Tax Preparation, Bookkeeping and Payroll Services
2. Depository Credit Intermediation
3. Management of Companies and Enterprises
4. Local Government
5. Office Administrative Services

For more Career Profiles, visit our website:

[http://www.wfscapitalarea.com/YouthServices/  
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).

## Related College Majors

- Accounting
- Applied Mathematics
- Business Administration and Management
- Computer Programming
- Finance
- Mathematics
- Statistics

## Related Industry Certifications

- Certified Bookkeeper
- Certified Payroll Professional
- International Accredited Business Accountant
- Microsoft Office Specialist
- Office Proficiency Assessment & Certification

## Related Careers

- Actuaries
- Brokerage Clerks
- Financial Analysts
- Financial Clerks
- Government Accountants and Auditors
- Management Accountants and Internal Auditors
- Public Accountants

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