

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

	2019 Entry Level Hourly Wage	2018 Employment	Projected 2028 Employment
Capital Area	\$15.90	9,128	9,561
Texas	\$13.43	143,878	152,300
United States	\$12.44	1,673,600	1,578,200

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 ; 2019

*US projections are for 2019-2029



Connecting People to Jobs

OCCUPATIONAL PROFILE

For Staff Use
SOC: 43-3031
CIP: 52.0302

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CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2021)

Financial Manager

Hourly Wages

- Entry Level: \$37.77
- Median Level: \$61.09

Typical Education & Experience

- Bachelor's Degree
- 5+ years experience

778 new & replacement positions between 2018-2028

*Accountant & Auditor

Hourly Wages

- Entry Level: \$24.40
- Median Level: \$33.63

Typical Education & Experience

- Associate's and/or Bachelor's Degrees

1,449 new & replacement positions between 2018-2028

*Bookkeeping, Accounting, & Auditing Clerk

Hourly Wages

- Entry Level: \$15.90
- Median Level: \$20.67

Typical Education & Experience

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

433 new & replacement positions between 2018-2028

Teller / Cashier (Respectively)

Hourly Wages

- Entry Level: \$12.50 / \$10.16
- Median Level: \$14.52 / \$11.55

Typical Education & Experience

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

260/510 new & replacement postions between 2018-2028

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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