

# BUSINESS AND INDUSTRY BUSINESS MANAGEMENT & ADMINISTRATION

## BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

### ANNUAL WAGES

ENTRY: \$26,890  
MEDIAN: \$38,310  
HIGH: \$57,410

### HOURLY WAGES

ENTRY: \$10.93  
MEDIAN: \$14.26  
HIGH: \$16.78

### EDUCATION AT ENTRY LEVEL

ASSOCIATES  
DEGREE

THE AUSTIN MSA PROJECTS TO NEED OVER  
**16,568** BOOKKEEPING, ACCOUNTING &  
AUDITING CLERKS BY 2031. WILL YOU BE ONE?

### JOB DUTIES

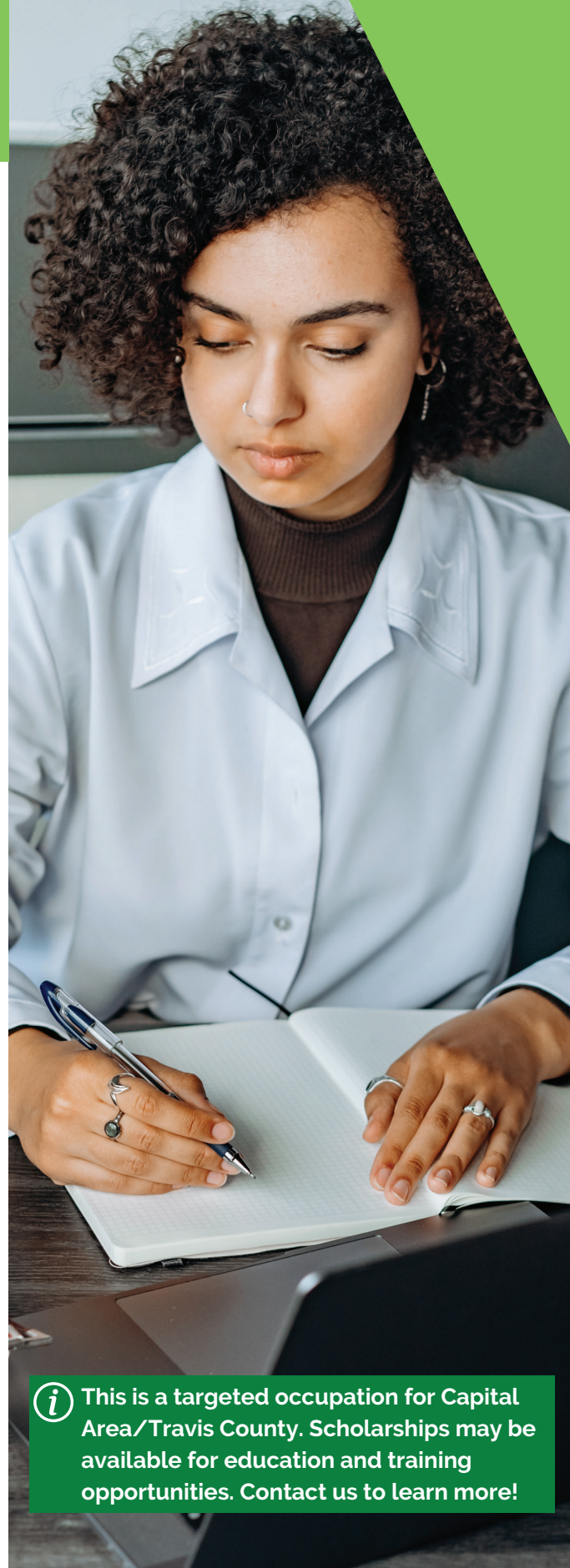
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.

### 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**



**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: 29-2056

O'Net, JobsEq, 2021

Texas Workforce Commission, 2021

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.



Volunteer to help people with their taxes.

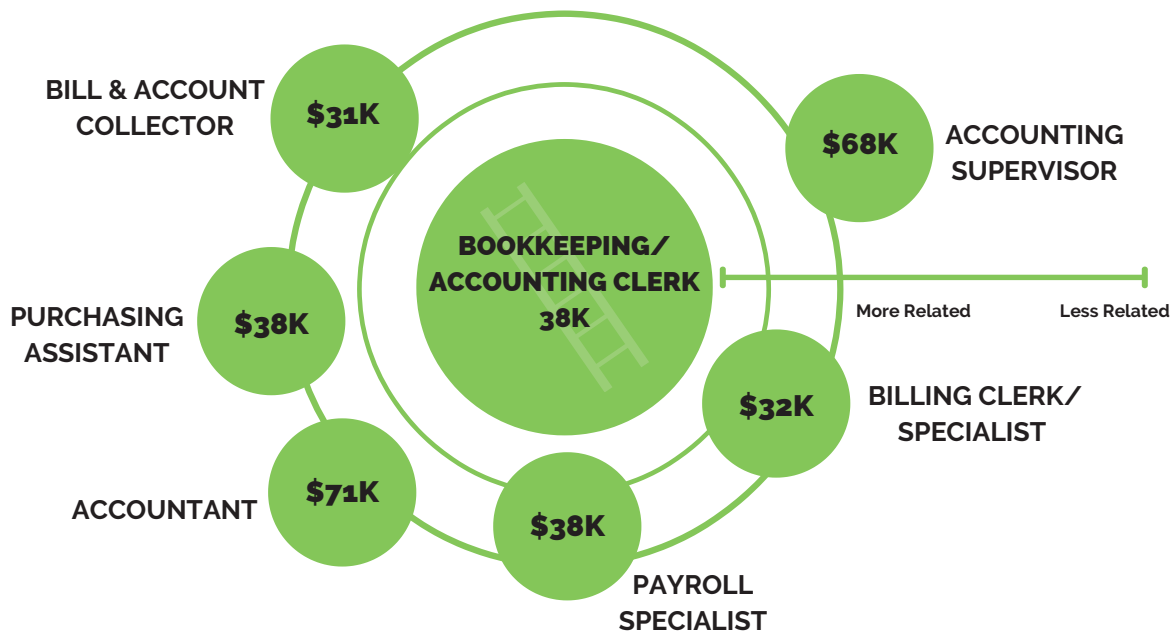


Find a part-time job or internship with a local accounting firm. **Register at [workintexas.com](https://workintexas.com).**



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

## RELATED JOBS WITH MEDIAN SALARY



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

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