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

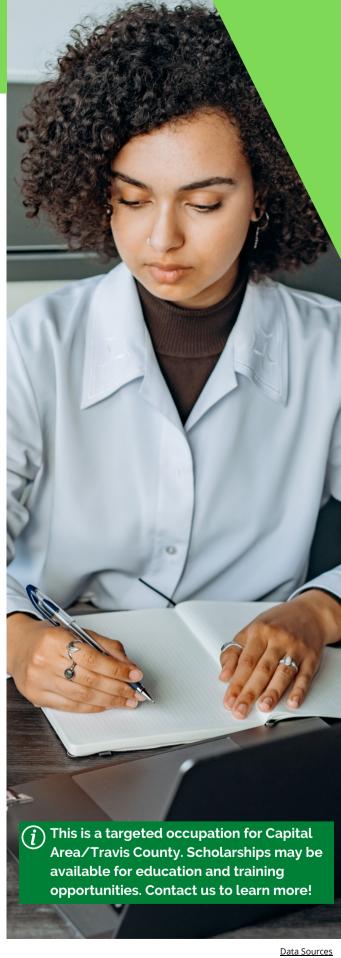
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.

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



<u>Data Sources</u> SOC: 43-3031 O'Net, JobsEq, 2022Q4 Wages are for Austin MSA

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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.



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



Complete a personality test or explore more highdemand 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 LEAR	NED ABOUT THIS CAREER?