

Accounting/Bookkeeping Clerks

Ranked #25 Best Business Jobs in the 2016
US News and World Report/Careers

What Accounting/Bookkeeping Clerks Do:

Bookkeeping and Accounting Clerks compute, classify, record, and summarize financial data to maintain fiscal records according to established bookkeeping and accounting procedures and systems.

Where They Work:

Accounting and Bookkeeping Clerks work in offices and may do site visits. Approximately 25% work part-time.

Salary Information:

Median Hourly Wage: \$19.00 in New York State
Mean Annual Wage: \$39,530 in New York State
The lowest 10% earn \$11.38 hourly and \$23,670 annually in New York State

*Please note: The median wage is an average wage of all surveyed salaries. Salary may increase as clerk's experience and education increases. Factors such as location, industry and size of organization may also affect salary. The lowest 10% of salary may reflect those with the least experience.

Career Outlook:

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the employment of Accounting/Bookkeeping Clerks is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services.



Program at Queensborough Community College:

The Accounting and Computer Assisted Business Certificate at Queensborough Community College is designed for new business owners, bookkeepers and those individuals who are working to support business functions in any field or industry. It is also useful for students considering business careers and pursuing a degree in accounting at the college level.

Advising, career counseling & job search assistance are offered at no charge to students during and upon completion of any course or program at Queensborough Community College, Office of Continuing Education.

To speak to an Advisor, contact:

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*Source: Bureau of Labor Statistics, December, 2015, State Occupational Employment & Wage Estimates. Sources for Career Snapshots include Bureau of Labor Statistics Occupational Outlook Handbook, O'Net, and US News and World Report/ Careers 2016 issue.