



CAREER PATH

# Business, Management & Technology

CAREER CLUSTER  
Finance

CAREER PATHWAY  
Accounting



## BILLING AND POSTING CLERK

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

### Knowledge and Skills Needed for this Career

In addition to courses required for high school graduation, essential skills and knowledge needed for a career as a billing and posting clerk are reinforced by taking rigorous and relevant courses, as well as participating in work-based experiences and student organization activities.

*(See the Sample Personal Plan of Study for suggested coursework, activities, and knowledge and skills to pursue in preparation of an occupation in this Career Cluster.)*

### Education Requirements

Occupation	Percent of Missouri employees aged 25 to 44 in the occupation whose highest level of educational attainment is:		
	High School or Less	Some College	Bachelor Degree or More
Billing and posting clerks and machine operators	37.8%	47.1%	15.1%
Financial clerks	38.9%	45.3%	15.8%
Office and administrative support	37.5%	43.3%	19.2%

Most Common Educational/Training Level: Short-term on-the-job training  
Apprenticeships are available for more than 240 occupations. Visit [www.oe.doleta.gov/bat.cfm](http://www.oe.doleta.gov/bat.cfm)  
Note: Be sure to learn whether your occupation has a specific requirement for education or licensing.

### National and State Wage Information

Location	Pay Period	2008		
		Entry*	Median	Experienced**
United States	Hourly	\$12.50	\$14.88	\$18.06
	Yearly	\$26,000	\$31,000	\$37,600
Missouri	Hourly	\$11.42	\$13.84	\$16.65
	Yearly	\$23,800	\$28,800	\$34,600

Based on (\*) lower 25% and (\*\*) upper 25% percentile of wages

### National and State Employment Trends

Billing and Posting Clerks	Employment		Percent Change	Job Openings*
	2008	2018		
United States	528,800	609,600	+15%	16,760
Missouri	10,240	10,040	-2%	130

\*The estimate for Job Openings includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created.

### Educational Opportunities

*Note: This list may not be all inclusive. For more information about Missouri schools and programs, visit [www.dhe.mo.gov](http://www.dhe.mo.gov)*

**East Central College**  
Union, MO  
(636) 583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

**Everest College – Earth City**  
Earth City, MO  
(314) 739-7333  
[www.everest.edu/campus/st\\_louis](http://www.everest.edu/campus/st_louis)

**Hickey College**  
Saint Louis, MO  
(314) 434-2212 ext: 125  
[www.hickeycollege.edu](http://www.hickeycollege.edu)

**ITT Technical Institute – Arnold**  
Arnold, MO  
(636) 464-6600  
[www.itt-tech.edu](http://www.itt-tech.edu)

**ITT Technical Institute – Earth City**  
Earth City, MO  
(314) 298-7800  
[www.itt-tech.edu](http://www.itt-tech.edu)

**Jefferson College**  
Hillsboro, MO  
(636) 797-3000  
[www.jeffco.edu](http://www.jeffco.edu)

**Metropolitan Community College – Blue River**  
Independence, MO  
(816) 604-6500  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College – Longview**  
Lee's Summit, MO  
(816) 604-2000  
[www.mcckc.edu](http://www.mcckc.edu)

(more over)

**Metropolitan Community College  
— Maple Woods**  
Kansas City, MO  
(816) 604-3000  
[www.mcckc.edu](http://www.mcckc.edu)

**Mineral Area College**  
Park Hills, MO  
(573) 431-4593  
[www.mineralarea.edu](http://www.mineralarea.edu)

**Moberly Area Community College**  
Moberly, MO  
(660) 263-4110  
[www.macc.edu](http://www.macc.edu)

**North Central Missouri College**  
Trenton, MO  
(660) 359-3948  
[www.ncmissouri.edu](http://www.ncmissouri.edu)

**Ozarks Technical Community  
College**  
Springfield, MO  
(417) 447-7500  
[www.otc.edu](http://www.otc.edu)

**Saint Louis Community College  
— Florissant Valley**  
Saint Louis, MO  
(314) 513-4200  
[www.stlcc.edu](http://www.stlcc.edu)

**Saint Louis Community College  
— Forest Park**  
Saint Louis, MO  
(314) 644-9100  
[www.stlcc.edu](http://www.stlcc.edu)

**Saint Louis Community College  
— Meramec**  
Saint Louis, MO  
(314) 984-7500  
[www.stlcc.edu](http://www.stlcc.edu)

**St. Charles Community College**  
Cottleville, MO  
(636) 922-8000  
[www.stchas.edu](http://www.stchas.edu)

**Three Rivers Community College**  
Poplar Bluff, MO  
(573) 840-9600  
[www.trcc.edu](http://www.trcc.edu)

**Vatterott College**  
Joplin, MO  
(417) 781-5633  
[www.vatterott-college.edu](http://www.vatterott-college.edu)



**MISSOURI DEPARTMENT OF  
ELEMENTARY AND SECONDARY  
EDUCATION**



[www.dese.mo.gov](http://www.dese.mo.gov)

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