



CAREER PATH

Business, Management & Technology

CAREER CLUSTER
Finance

CAREER PATHWAY
Accounting



BOOKKEEPING, ACCOUNTING, AUDITING CLERK

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

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 bookkeeping, accounting and auditing 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
Bookkeeping, accounting, and auditing clerks	33.7%	50.3%	16%
Financial Clerks	37.2%	47.9%	14.9%
Office, Clerical and Secretarial	36.2%	44.1%	19.7%

Most Common Educational/Training Level: Moderate-term on-the-job training
Apprenticeships are available for more than 240 occupations. Visit 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	2007		
		Entry*	Median	Experienced**
United States	Hourly	\$12.25	\$15.17	\$18.78
	Yearly	\$25,500	\$31,600	\$39,100
Missouri	Hourly	\$11.05	\$14.02	\$17.56
	Yearly	\$23,000	\$29,200	\$36,500

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

National and State Employment Trends

Bookkeeping, Accounting and Auditing Clerks	Employment		Percent Change	Job Openings*
	2006	2016		
United States	2,113,800	2,377,300	+ 12%	59,430
Missouri	39,710	39,700	0%	740

*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

East Central College
Union, MO
(636) 583-5193
www.eastcentral.edu

Evangel University
Springfield, MO
(417) 865-2811
www.evangel.edu

Everest College
Springfield, MO
(417) 864-7220
www.everest-college.edu

Hickey College
St. Louis, MO
(314) 434-2212
www.hickeycollege.edu

Jefferson College
Hillsboro, MO
(636) 797-3000
www.jeffco.edu

Maryville University of Saint Louis
Saint Louis, MO
(800) 627-9855
www.maryville.edu

Metropolitan Community College - Blue River
Blue Springs, MO
(816) 220-6500
www.mcckc.edu

(more-over)

**Metropolitan Community College
- Longview**

Lee's Summit, MO
(816) 672-2000
www.mcckc.edu

**Metropolitan Community College
- Maple Woods**

Kansas City, MO
(816) 437-3000
www.mcckc.edu

**Metropolitan Community College
- Penn Valley**

Kansas City, MO
(816) 759-4000
www.mcckc.edu

Moberly Area Community College

Mexico, MO
(660) 263-4110
www.macc.edu

North Central Missouri College

Trenton, MO
(660) 359-3948
www.ncmissouri.edu

**Ozarks Technical Community
College**

Springfield, MO
(417) 447-7500
www.otc.edu

**Saint Louis Community College
- Florissant Valley**

St. Louis, MO
(314) 513-4200
www.stlcc.edu/fv

**Saint Louis Community College
- Forest Park**

St. Louis, MO
(314) 644-9100
www.stlcc.cc.mo.us/fp

**Saint Louis Community College
- Meramec**

Kirkwood, MO
(314) 984-7500
www.stlcc.edu

St. Charles Community College

St. Peters, MO
(636) 922-8000
www.stchas.edu

Three Rivers Community College

Poplar Bluff, MO
(877) 879-8722
www.trcc.edu

Vatterott College

Joplin, MO
(417) 781-5633
www.vatterott-college.edu



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