Bookkeeping, Accounting, and Auditing Clerks

What do they do?

- 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.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

What qualifications do they need?

Typically, bookkeeping, accounting, and auditing clerks may need previous work-related skills, knowledge, and/or experience. In addition, it is generally necessary to have at least a high school diploma.

Wages and Job Growth

<table>
<thead>
<tr>
<th>Occupation</th>
<th>NYC Jobs in 2008</th>
<th>Expected Growth to 2018</th>
<th>Average Openings per Year</th>
<th>Entry Level</th>
<th>Mid-Level</th>
<th>Experienced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping, Accounting and Auditing Clerks</td>
<td>58,930</td>
<td>-1%</td>
<td>710</td>
<td>$14.05</td>
<td>$19.62</td>
<td>$23.18</td>
</tr>
<tr>
<td>All NYC Occupations</td>
<td>3,586,410</td>
<td>1%</td>
<td>238</td>
<td>$29,224</td>
<td>$40,810</td>
<td>$48,214</td>
</tr>
</tbody>
</table>

Source: NYCLMIS analysis of New York State Department of Labor, Occupation Employment Statistics.

Where would I go to get training?

Certified providers in New York City include: College of Staten Island CUNY, ABLE TECHNOLOGIES INC., Globe Institute of Technology, Clinton Institute, PRO DATA INC., Ace Computer Training Center-Manhattan, New Technologies Information Institute, and GENY. For more information, see www.nyc.gov/trainingguide.

What kinds of companies do they work for?

Accounting firms, payroll services, corporate headquarters, city government, and colleges and universities.

Who are some of the largest employers in New York City?

- **Bronx.** Parkchester South Condominium, Pathmark, Home Depot, Best Value Home Ctr Inc, BFI of New York, Noble
- **Brooklyn.** Shop Rite Supermarket, Sovereign Bank, HSBC Bank, Super Stop & Shop, Noamex Inc, Dime Savings Bank
- **Manhattan.** Met Life, Emigrant Financial Service, American International Group, Allstate Metropolitan Life Insurance Co Fresh Direct Inc Canada Dry Bottling Co
- **Queens.** Allstate, Metropolitan Life Insurance Co, Five Star Electric Corp, Fresh Direct Inc, Canada Dry Bottling Co
- **Staten Island.** Shop Rite, Manfredi Autp Group, Linear Contracting Inc, Waldbaum’s

Source: InfoUSA Employer Lists.

What job titles might employers use in help-wanted ads?

Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate.