CAREER PATHWAY: ACCOUNTING CLERK

What do they do? Compute, classify, and record numerical data to keep financial records complete. Perform 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.

People with these roles and responsibilities are also called: Accounting Clerk, Accounting Assistant, Accounting Associate, Accounts Payables Clerk, Accounts Payable Specialist, Accounts Receivable Clerk, Bookkeeper

Some typical job duties include:
• 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.
• Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE: $37,710

Annual projected job openings: 6,930

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

REQUIRED FOR ENTRY:
High School Diploma

REQUIRED FOR ADVANCEMENT:
Bachelor’s Degree, Professional Certification

REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Related Work

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Post-graduate Degree, Professional Certification, Related Work

Associate ($20,000–$35,000) Specialist ($30,000–$75,000) Managerial ($50,000–$100,000) Executive ($100,000+)

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
Certified Bookkeeper
American Institute of Professional Bookkeepers

Certified Public Accountant (CPA)
American Institute of Certified Public Accountants

Certified Management Accountant
Institute of Management Accountants

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