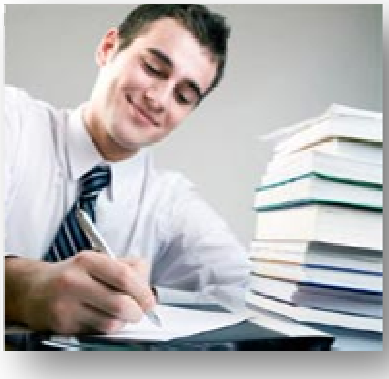
WORKFORCE 1

# 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

| | NYC JOBS IN 2008 | EXPECTED GROWTH TO 2018 | AVERAGE OPENINGS PER YEAR |
|---|---|---|---|
| **Bookkeeping, Accounting and Auditing Clerks** | **58,930** | **-1%** | **710** |
| All NYC Occupations | 3,586,410 | 1% | 238 |

| | ENTRY LEVEL | MID-LEVEL | EXPERIENCED |
|---|---|---|---|
| **Hourly Wage** | **$14.05** | **$19.62** | **$23.18** |
| **Annual FT Equivalent** | $29,224 | $40,810 | $48,214 |

**SOURCE |** NYCLMIS analysis of New York State Department of Labor, Occupation Employment Statistics.

Better than average  About average  Worse than average

## 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.