

Bookkeeping, Accounting, and Auditing Clerks

SOC: 43-3031 • Career Profile Report

■ Key Facts

\$49,210 Median Salary	94,300 Employment	-6.0% Growth Rate
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■ Requirements & Salary Range

Education: Some college

■ Automation Risk Assessment

Medium Risk - 50.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

8.6/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Analytical skills, Computer skills, Detail oriented, Integrity, Math skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Bookkeeping, Accounting, and Auditing Clerks typically perform the following tasks:

- 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.
- Comply with federal, state, and company policies, procedures, and regulations.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Receive, record, and bank cash, checks, and vouchers.
- Code documents according to company procedures.
- Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
- Reconcile or note and report discrepancies found in records.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Match order forms with invoices, and record the necessary information.
- Prepare and process payroll information.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Reconcile records of bank transactions.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Compare computer printouts to manually maintained journals to determine if they match.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>