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*Education Today / Career Tomorrow*

BROUGHT TO YOU BY MANATEE TECHNICAL INSTITUTE AND NEWSPAPERS IN EDUCATION

**Accounting Operations**

Accounting clerks are financial record keepers. They update and maintain accounting records, including those which calculate expenditures, receipts, accounts payable and receivable, and profit and loss. Clerks make numerous computations each day and must be comfortable using computers to calculate and record data.

In large-companies' accounting departments, accounting clerks have more specialized tasks. Their titles, such as accounts payable clerk or

accounts receivable clerk, often reflect the type of accounting they do. Entry-level accounting clerks post details of transactions, total accounts, and compute interest charges. More advanced accounting clerks may total, balance, and reconcile billing vouchers; ensure the completeness and accuracy of data on accounts; and code documents according to company procedures.

Accounting clerks post transactions in journals and on computer files

and update the files when needed. Senior clerks also review computer printouts against regularly maintained journals and make necessary corrections.

As organizations continue to computerize their financial records, accounting clerks use specialized accounting software, spreadsheets, and databases.

Source:  
*The Occupational Outlook Handbook*

**Job Outlook**

A growing economy will result in more financial transactions and other activities that require recordkeeping by accounting clerks. Companies will continue to outsource their accounting departments to independent accounting and payroll services firms.

Clerks who can carry out a wider range of accounting activities will be in greater demand than specialized clerks. Technological advances will continue to change the way these workers perform their daily tasks.

**Money Matters**

**Career:** Accounting Clerks

**Job Description:** Performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Salary:** \$21,754-\$33,740 annually

For more information on how to start your career in accounting operations, please contact:

Career Counselor Terri Parrish  
 (941) 751-7900 ext. 2018  
 parrishm@manateeschools.net

**Education Needed**

Most accounting clerks are required to have a high school degree at a minimum. Although a bachelor's degree is rarely required, training after high school is becoming increasingly more popular. Training is available at post secondary schools. Accounting clerks, particularly those who handle all the recordkeeping for a company, may also find it beneficial to become certified.

Once hired, clerks usually receive on-the-job training. Under the guidance of a supervisor or another more experienced employee, new clerks learn company procedures. Some formal classroom training also may be necessary, such as training in specialized computer software.

Experience in a related job and working in an office environment also is recommended. Employers prefer workers who can use computers; knowledge of word processing and spreadsheet software is especially valuable.

Accounting clerks must be careful, orderly, and detail-oriented in order to avoid making errors and to recognize errors made by others. These workers also should be discreet and trustworthy because they frequently come in contact with confidential material. They should also have good communication skills because they increasingly work with customers. In addition, all accounting clerks should have a strong aptitude for numbers.

*It's a Matter of Perspective*

"We are constantly updating equipment to keep up with the industry. We are also increasing our certifications; we have eight so far. The job outlook is positive; employers call us to fill a position each time there is an opening. After graduating from Manatee Technical Institute, a student can expand on what they've learned. We encourage students to continue their education by receiving a CPA." - Sheryl Griggy

"I'm learning accounting basics. I am also a Work Study Student; I get to practice what I've learned in a real office setting. The reason I joined the Accounting Operations program at Manatee Technical Institute was because I want to start my own computer business. I feel owning my own business is the best way I can give back to the community. That way, I can help people each day." - Aundrea Britt

Teacher

Student

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