

ACCOUNTING CLERK

EXPLORE.
EDUCATE.
EXPERIENCE.

On a daily basis, I compute, classify, and record numerical data to keep financial records complete. I also check accuracy of figures, calculations, and postings pertaining to business transactions recorded by others.

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THESE ARE THINGS I DO ON A DAILY BASIS:

- 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.
- Classify, record, and summarize numerical and financial data to comply and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and

Why is this job a good fit?

It works for me because I enjoy:

- Analyzing information
- Auditing
- Working with Numbers
- Critical Thinking
- Office work

Tools I Use

- Desktop Computers
- Office equipment
- Receipts and Receipt books
- Scientific Calculators
- Accounting and Compliance Software

Resources: This and other Career Mapping Data information available on online2workforce.com. Information should be verified before pursuing a position. Other sources utilized in this document available at oneline.org, careeronestop.org and jobcenter.usa.gov.



EXPLORE.

Why I enjoy my job as an Accounting Clerk:

- I like mathematics and working with calculators.
- I have an interest in auditing and pay attention to detail.
- I enjoy working with databases and spreadsheets.

IMPORTANT SKILLS AND ABILITIES FOR THIS JOB:

- Attention to Detail
- Computer Skills
- Critical Thinking
- Mathematics
- Clerical
- Economics/Accounting
- Financial Transactions
- Money Handling
- Calculating
- Independent Worker
- Cooperation

Things for you to Consider when applying for my position:

- You will want to like math and working with spreadsheets.
- You must like working with calculators and databases.
- Expect filing and auditing play a major role in this position.
- You probably need to enjoy sitting and studying reports and working on computers.



Other Employers call my position:

- Account Receivable Clerk
- Bookkeeper
- Auditing Clerk
- Accounting Assistant
- Accounts Payable Specialist

Please check for updates to verify current trends in the workforce by visiting www.online2workforce.com/resources.

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Elizabethtown Community and Technical College
600 College Street Rd., Elizabethtown, KY 42701

Our Student Success Coaches are eager to work with you to establish a strong career path. Visit our website at www.online2workforce.com for more information.

This project has been funded in part by a grant from the United States Dept. of Labor.

EXPERIENCE.



POTENTIAL SALARY RANGES:

\$17,700-\$58,000

\$20,900-\$49,400

\$24,500-\$50,200

\$34,100-\$99,700

Kentucky Job Salary Information taken from careeronestop.org

EDUCATE.

CERTIFICATES

PAYROLL SPECIALIST | LEADERSHIP

ADDITIONAL CERTIFICATES

ACCOUNTING | FINANCIAL PERSPECTIVES

Credentials Offered at ECTC

DIPLOMA

ACCOUNTING

DEGREE

BUSINESS ADMINISTRATION: ACCOUNTING TRACK

See your Student Success Coach to help you determine the best options.



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