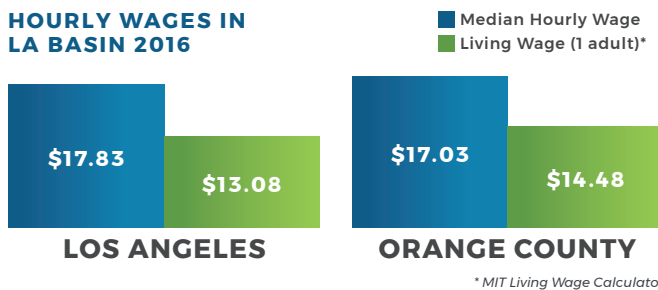


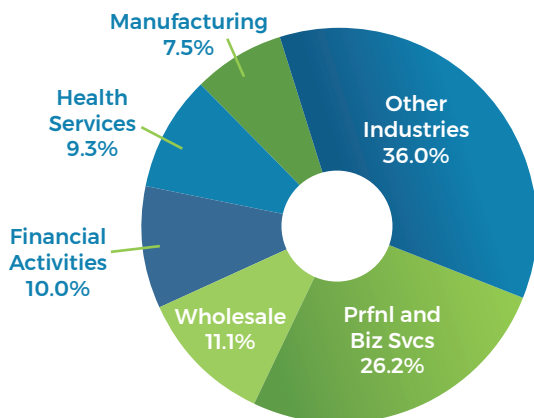
Bookkeeping, Accounting and Auditing Clerks (SOC 43-3031)

Bookkeeping, Accounting and Auditing Clerks are identified as a middle-skill occupation. They compute, classify, and record numerical data to keep financial records complete. Perform any combination of 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.

HOURLY WAGES IN LA BASIN 2016



INDUSTRY DISTRIBUTION



Industry Distribution:

Bookkeepers, accountants and auditing clerks are hired across a number of different industries. These industries are where individuals who have acquired the necessary training and skills may seek employment opportunities post-program. Professional and business services hire the most workers in this occupation in the LA Basin. The three industry subsectors who employ the largest number of bookkeepers, accountants and auditing clerks in the LA Basin are:

- Professional, Scientific, and Technical Services (NAICS 541)
- Administrative and support services (NAICS 561)
- Merchant wholesalers, durable goods (NAICS 423)

Jobs in LA Basin

76,510

in 2016

Total Openings

3,920

2016 to 2021

At A Glance

Projected Openings 2021:

- 3,920 Total Openings (5-yr)
- 17- Net Job Change
- 3,750 5-yr Replacements

Community Colleges Supply:

- 1,190 awards
- 1 Program
- 28 colleges

Technology:

- Accounting software
 - FlexiFinancials FlexiLedger; Intuit Quickbooks; Sage 50 Accounting
- Compliance software
 - FLS eDP.Payrolltax; Intrax ProcedureNet; Paisley Cardmap
- Data base user interface and query software
 - Data entry software; Microsoft Access; Yardi
- Financial analysis software
 - Oracle E-Business Suite Financials; AuditWare
- Medical software
 - Healthcare common procedure coding system HCPCS; Medical condition coding software

Sources: BLS OES, O*NET, LAEDC

Core Tasks and Importance:

- 94** Operate computers programmed with accounting software to record, store, and analyze information.
- 92** Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- 89** Comply with federal, state, and company policies, procedures, and regulations.
- 87** Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- 87** Receive, record, and bank cash, checks, and vouchers.
- 83** Code documents according to company procedures.

Worker Characteristics

The demographics of the workforce provide an additional layer of information to further highlight who is employed in this occupation in the LA Basin:

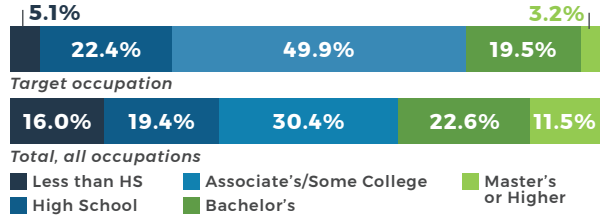
- Most workers have the educational attainment of some college or an associate's degree.
- Nearly one third of workers are ages 55 years and over in this occupation.
- The workforce in this occupation is predominantly Hispanic or White, accounting for 70 percent of all workers.
- The workforce is predominantly female, accounting for 80 percent of all workers.

Related Occupations

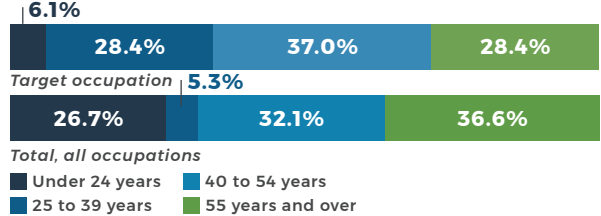
Individuals with similar skill sets that are transferable with retraining or additional training being offered:

- **SOC 13-2082** Tax Preparers (4,480 workers),
- **SOC 43-3021** Billing and posting clerk (25,540 workers),
- **SOC 43-3051** Payroll and timekeeping clerks (9,220 workers), and
- **SOC 43-4011** Brokerage Clerks (2,080 workers).

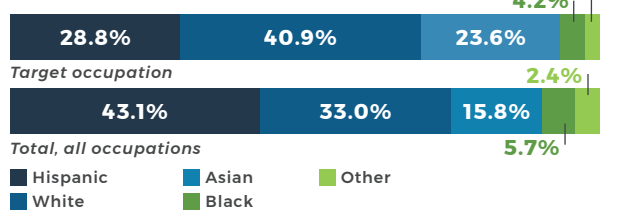
EDUCATIONAL ATTAINMENT 2016



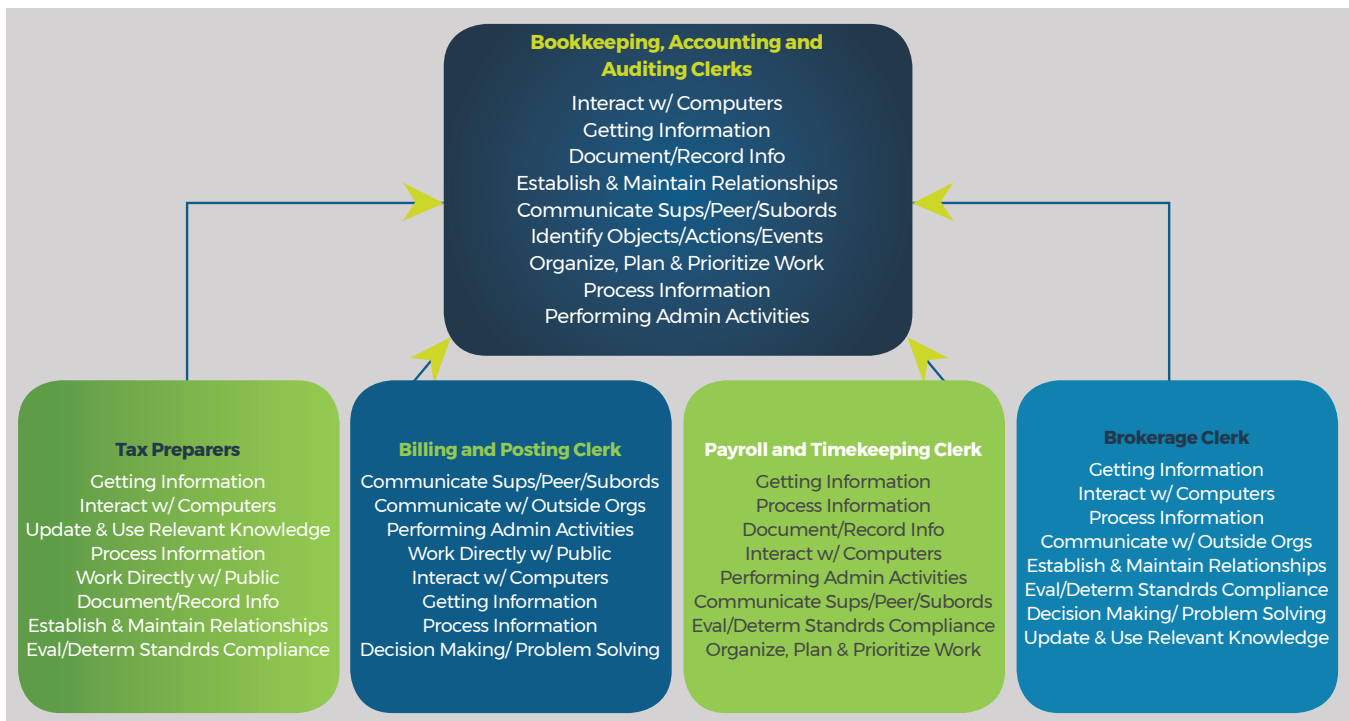
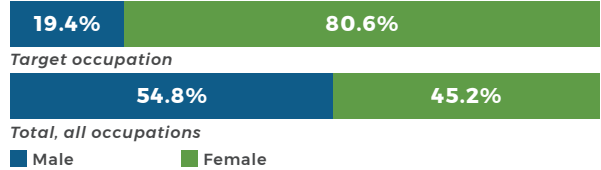
AGE DISTRIBUTION 2016



RACE AND ETHNICITY 2016



GENDER 2016



Sources: U.S. Census Bureau ACS PUMS, O*NET, LAEDC