



Explore a Career as a

# BOOKKEEPING, ACCOUNTING OR AUDITING CLERK

## What do Bookkeeping, Accounting, and Auditing Clerks do?

Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They also work on recording financial transactions, updating statements, and checking financial records for accuracy. Workers in this occupation have a wide range of tasks. Some are full-charge bookkeeping clerks who maintain an entire organization's books. Others are accounting clerks who handle specific tasks. These clerks use basic mathematics (adding, subtracting) throughout the day. Bookkeeping, accounting, and auditing clerks use specialized computer accounting software, spreadsheets, and databases to enter information from receipts or bills. They must be comfortable using computers to record and calculate data.

## Bookkeeping, Accounting, and Auditing Clerks are in demand in Kankakee County!

Kankakee County employment of bookkeeping, accounting, and auditing clerks is expected to grow through 2020. According to the Bureau of Labor Statistics, there will be a large number of job openings from workers leaving the occupation due to retirement.

## Training & Educational Opportunities

You will have plenty of employment options as a bookkeeping, accounting, or auditing clerk, but first you will need to complete training and earn a certificate or associate degree. To do this, you will complete courses in math, finance, accounting and computers.

## As a Bookkeeping, Accounting or Auditing Clerk you will:

- Check for accuracy in figures, postings, and reports
- Enter financial transactions into your company's computer software
- Produce reports, such as balance sheets, income statements, and totals by account
- Put costs and income into software, assigning each to an appropriate account
- Receive and record cash, checks, and vouchers
- Use bookkeeping software, online spreadsheets, and databases

# Bookkeeping, Accounting and Auditing Clerks

## Training Provider

The following certified training provider offers programs and certifications to train for a career as a bookkeeping, accounting and auditing clerk:

- Kankakee Community College

Career scholarships may be available if you qualify.



## Types of Employers

There are many different types of companies that employ bookkeeping, accounting and auditing clerks in Kankakee County, including:

- Accounting firms
- Financial consulting firms
- Hospitals
- Insurance companies
- Non profit organizations
- Retail businesses

## Wages & Openings

### Bookkeeping, Accounting and Auditing Clerk Employment Data for Kankakee County

Average Starting Hourly Wage	\$9.55
Average Hourly Wage With Experience	\$27.26
Average Annual Job Openings Kankakee County	22
Average Annual Job Openings Chicago Metro	418

## Opportunities

You can receive additional training or certification in a variety of bookkeeping, accounting and auditing clerk specializations including:

- Budget Analyst
- Financial Analyst
- Personal Finance Advisor
- Senior Bookkeeper



**Kankakee Workforce Services**  
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