

For information on becoming a *Bookkeeping, Accounting or Auditing Clerk* see **Sources of additional information** within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

151 Pleasant Street, P.O. Box 159, 03570-0159

Claremont (543-3111)

404 Washington Street, P.O. Box 180, 03743-0180

Concord (228-4100)

10 West Street, P.O. Box 1140, 03302-1140

Conway (447-5924)

518 White Mountain Highway, 03818-4205

Keene (352-1904)

109 Key Road, 03431-3926

Laconia (524-3960)

426 Union Avenue, Suite 3, 03246-2894

Lebanon (448-6340)

85 Mechanic Street, 03766-1506

Littleton (444-2971)

646 Union Street, Suite 100, 03561-5314

Manchester (627-7841)

300 Hanover Street, 03104-4957

Nashua (882-5177)

6 Townsend West, 03063-1217

Portsmouth (436-3702)

2000 Lafayette Road, 03801-5673

Salem (893-9185)

29 South Broadway, 03079-3026

Somersworth (742-3600)

6 Marsh Brook Drive, 03878-1595



For more information on this series of brochures, or to find out about our other products, contact us at:

New Hampshire Employment Security
Economic and Labor Market Information Bureau
32 South Main Street, Concord, NH 03301-4857
Phone: (603) 228-4124, E-mail: elmi@nhes.nh.gov, Web site: www.nh.gov/nhes/elmi

SOC 43-3031
NHCRN 03/09

So, you want to be a ...



Bookkeeping, Accounting or Auditing Clerk Business, Management, & Administration

Projected to be among the occupations with the most openings
(New Hampshire Occupational Projections, 2006-2016)

Here are a few things you should know.



Your gateway to New Hampshire workforce and career information



You'll want to know a few things about this career

Average Hourly Wage

\$15.90

Expected 10 year Growth

15%

Average Annual Openings

317

Training/Education Needed

Moderate On-the-Job Training or Military

Those with several years of accounting or bookkeeper certification will have the best job prospects. (A degree can be required for higher level positions)

Basic Skills

Reading, writing, math

Job Skills

Mathematics, reading, comprehension, time management, active listening, critical thinking, active learning, strategies, social perceptiveness, writing, speaking

So, you want to be a ...



Bookkeeping, Accounting, or Auditing Clerk

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Tasks

Source: O*Net Online

1. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
2. Operate computers programmed with accounting software to record, store, and analyze information.
3. Comply with federal, state, and company policies, procedures, and regulations.
4. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
5. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
6. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
7. Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
8. Code documents according to company procedures.
9. Access computerized financial information to answer general questions as well as those related to specific accounts.
10. Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.

Interests (Holland Code)

CER

(Conventional, Enterprising)

Career Cluster

Business, Management and Administration

Working Conditions

Varies but most will be pleasant and comfortable clean, well lit offices

Average Work Week

Most work regular business hours (Some may work shifts depending upon employer)

Sources of Additional Information

NH Employment Security (Contact office nearest you or go online to www.nh.gov/nhes)

American Institute of Professional Bookkeepers
6001 Montrose Road
Rockville, MD 20852
www.aipd.org