

# Metro Atlanta TOP JOBS

## LOGISTICS



## Bookkeeping, Accounting, & Auditing Clerks

**Standard Occupational Classification Code: 433031**

**Also known as:** Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

### Are you good at ...

- Being reliable, responsible, and dependable?
- Paying attention to detail?
- Being honest and ethical?
- Displaying a good-natured, cooperative attitude?
- Being open to change?

### A Day in the Life

Bookkeeping, Accounting, and Auditing Clerks put order into everything they do at work! They maintain financial or account records and operate computers or computerized equipment. They may execute sales or other financial transactions. They verify the accuracy of financial or transactional data. They compile data or documentation and prepare cash for deposit or disbursement.

They may calculate financial data and monitor organizational compliance with regulations. They collect deposits, payments or fees. They operate office equipment. They reconcile records of sales or other financial transactions and monitor financial information. They code data or other information.

They answer telephones to direct calls or provide information. They file documents or records. They search files, databases or reference materials to obtain needed information. They convert data among multiple digital or analog formats. Lastly, they prepare documentation for contracts, transactions, or regulatory compliance.

### How do I get into this top job?

This job requires a high school diploma or the equivalent. You will also need about six months of on-the-job training to learn it. Training programs and tests may be expensive, but you might not have to pay for all of it yourself. If you are low income, ask your job coach, career counselor, training program, or workforce development specialist about assisting you with your training expenses. It might be free!



### What they earn in Metro Atlanta:

Entry Wage: **\$13.44**  
Median Wage: **\$18.94**



### What makes this a Top Job?

There are many openings per year. The Georgia Dept. of Labor estimates there will be 2,660 openings per year through 2026! Additionally, this job pays above average wages.



### Educational Requirement



High School Diploma Or GED



### On-the-Job Training



Moderate-term  
On-the-job Training



### Related Occupations

Check out these similar careers on O\*NET online:

- [Tax Preparers](#)
- [Billing and Posting Clerks](#)
- [Payroll and Timekeeping Clerks](#)

## CONTACT US FOR MORE INFORMATION!

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Metro Atlanta Top Jobs is a project of **CareerRise** and **WorkSource Metro Atlanta** (Atlanta, Cobb, DeKalb, Fulton, and Atlanta Regional which serves Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties).

