

Bookkeeping, Accounting, and Auditing Clerk

**Median hourly
earnings: \$22.500**

**Median annual
earnings: \$47,100**

Occupation Description

Bookkeeping, accounting, and auditing clerks are financial recordkeepers. They update and maintain accounting records, including those which calculate expenditures, receipts, accounts payable and receivable, and profit and loss.

Education and Training Needed

Most bookkeeping, accounting, and auditing clerks are required to have a high school degree at a minimum. Having some college is increasingly important and an associate degree in business or accounting is required for some positions.

Training Providers

[Graduate School, USDA](#)

600 Maryland Ave, SW, Suite 120
Washington, DC 20024-2520
(202) 314-3320

Certificate in Accounting

Learn the terms, principles, systems and methods of analysis required to become a professional accountant, bookkeeper or budget analyst. This evening and weekend program offers a range of courses from basic to advanced accounting.

[Northern Virginia Community College – Annandale Campus](#)

8333 Little River Turnpike
Annandale, VA 22003-3796
(703) 323-3000

Associate of Applied Science Degree in Accounting

The program is designed for persons who are seeking employment in the accounting. The occupational objectives include accounting trainee, accounting technician, junior accountant, and accountant. 69 credit hours are required.

Bookkeeping – Certificate program

The one-year certificate program is designed to provide the student with sufficient knowledge to keep a simple set of accounting books and/or to qualify for entry-level positions in bookkeeping and accounting. 31 credit hours are required for completion.