

## 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.

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#### [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.