

## Bookkeeping, Accounting, and Auditing Clerk

**Median hourly  
earnings:  
\$14.47**

**Median annual  
earnings:  
\$30,560**

### 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's 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**

The Certificate in Accounting program teaches the terms, principles, systems and methods of analysis required to become a professional accountant, bookkeeper or budget analyst. The 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 Associate of Applied Science Degree in Accounting 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 Bookkeeping 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.

#### Tuition:

- In-state: \$95.60/credit

- Out-of-state: \$273.40/credit
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**Southeastern University**

501 I Street, SW  
Washington, DC 20024  
(202) 478-8200

**Certificate of Competency in Accounting**

Tuition:

- \$255/credit
- Financial aid available