

## EDUCATION & EXPERIENCE

- ▶ Grade 12 completion is required, along with extensive on-the-job experience. Some employers prefer a university degree, a diploma of business, or a certificate from a related field of study.
- ▶ Experience working in accounts payable, receivable and data entry may be necessary.
- ▶ Computer skills, including a working knowledge of MS Word, Excel, and accounting software, are an asset.

## TRAINING

There are many different training programs for people interested in careers in accounting. You can search [www.educationplanner.ca](http://www.educationplanner.ca) for a complete list of different programs offered across the province.

If you are interested in completing Grade 12 or upgrading your skills, you have a number of options. Check out adult basic education programs at:

- ▶ The College of New Caledonia.
- ▶ Coast Mountain College

If you have completed Grade 12 and are interested in exploring your career options in exploration and mining, contact:

- ▶ General education advisors or First Nations Access coordinators at Coast Mountain College
- ▶ School of Exploration & Mining advisors at Coast Mountain College
- ▶ Academic advisors at the College of New Caledonia

## CAREER ADVANCEMENT POTENTIAL

- ▶ Progression to supervisory or skilled financial occupations, such as accounts payable supervisor, bookkeeper or office manager is possible with additional training or experience.

# ACCOUNTING CLERKS

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures. They are employed throughout the private and public sectors.



Image source: MIHR Council and iStock

## JOB DESCRIPTION

Accounting and related clerks perform some or all of the following duties:

- ▶ Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems.
- ▶ Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions and bank statements in a ledger or computer system.
- ▶ Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- ▶ Prepare period or cost statements or reports.
- ▶ Calculate costs of other materials, overhead and other expenses based on estimates, quotations, and price lists.
- ▶ Respond to customer inquiries, maintain good customer relations and solve problems.
- ▶ Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.