

# Bookkeeping, Accounting, and Auditing Clerks

SOC: 43-3031 • Career Profile Report

## ■ Key Facts

<div>\$49,210</div> <div>Median Salary</div>	<div>94,300</div> <div>Employment</div>	<div>-6.0%</div> <div>Growth Rate</div>
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## ■ Requirements & Salary Range

Education: Some college

## ■ Automation Risk Assessment

**Medium Risk** - 50.0% probability of being automated in the next 10-20 years.  
This job has some routine elements but still requires human judgment and interaction.

## ■ Work-Life Balance

8.6/10 - Excellent work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

## ■ Top Skills Required

Analytical skills, Computer skills, Detail oriented, Integrity, Math skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Bookkeeping, Accounting, and Auditing Clerks are financial support professionals who record, verify, and maintain **accurate financial records for organizations**. Their work ensures that day-to-day financial transactions are tracked correctly, accounts are balanced, and financial information is reliable for decision-making, reporting, and compliance. They form the operational backbone of accounting departments across nearly every industry.

This career is well suited for individuals who are detail-oriented, comfortable with numbers, and enjoy structured, accuracy-focused work.

## What Do Bookkeeping, Accounting, and Auditing Clerks Do?

These clerks handle routine financial tasks that support accountants, auditors, and financial managers.

Common responsibilities include:

- Recording financial transactions such as sales, expenses, and payments
- Posting debits and credits to accounting systems
- Reconciling bank statements and account balances
- Checking figures, postings, and reports for accuracy
- Processing invoices, bills, and payroll records
- Maintaining organized financial files and documentation
- Assisting with audits and financial reviews

## Types of Financial Clerical Roles

This occupation includes several closely related roles:

- Bookkeeping Clerks: Track daily transactions and maintain general ledgers.
- Accounting Clerks: Support accounting operations such as billing and payroll.
- Auditing Clerks: Review records for accuracy and compliance.
- Accounts Payable Clerks: Process vendor bills and outgoing payments.
- Accounts Receivable Clerks: Track incoming payments and customer accounts.

## Skills and Abilities Needed

Bookkeeping and accounting clerks combine numerical accuracy with organizational skill.

### ***Core Professional Skills***

### ***Personal Qualities That Matter***

## Education and Training Pathway

Most bookkeeping, accounting, and auditing clerks enter the field with basic education and on-the-job training:

- High School Diploma or Equivalent: Typical minimum requirement
- Postsecondary Coursework (helpful): Accounting, bookkeeping, or business courses
- On-the-Job Training: Learning company systems and processes
- Accounting Software Proficiency: Training in common financial platforms
- Continued Skill Development: Updating skills as systems and regulations evolve

## Where Do Bookkeeping, Accounting, and Auditing Clerks Work?

These clerks are employed across virtually all sectors:

- Accounting Firms and Financial Services Companies

- Corporate Accounting and Finance Departments
- Small Businesses and Local Enterprises
- Government Agencies and Public Institutions
- Nonprofit Organizations

Work is typically office-based and follows standard business hours.

## How Much Do Bookkeeping, Accounting, and Auditing Clerks Earn?

Earnings vary by experience, industry, and responsibility:

- Entry-Level Clerks: Typically earn hourly wages
- Experienced Clerks: Often earn higher pay with additional duties
- Senior or Lead Clerks: May earn more supporting complex accounts

Compensation may include benefits and opportunities for advancement.

## Is This Career Difficult?

The work is not physically demanding but requires sustained concentration and accuracy. Clerks must handle repetitive tasks with care, meet deadlines, and follow financial controls precisely. The challenge lies in maintaining consistency and attention to detail across large volumes of data.

## Who Should Consider Becoming a Bookkeeping, Accounting, or Auditing Clerk?

This career may be a strong fit if you:

- Enjoy working with numbers and records
- Prefer structured, rule-based tasks
- Are detail-oriented and reliable
- Value accuracy and organization
- Want transferable skills used across industries

## How to Prepare Early

- Take basic accounting, math, or business courses
- Practice spreadsheet and data entry skills
- Learn fundamental bookkeeping concepts
- Develop strong organization and accuracy habits
- Explore entry-level accounting or clerical roles

**Bookkeeping, accounting, and auditing clerks keep financial systems accurate and trustworthy by transforming daily transactions into reliable records—providing the foundation that organizations depend on for sound financial decisions and compliance.**