

Accounting and Related Clerks

Description

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.

Duties:

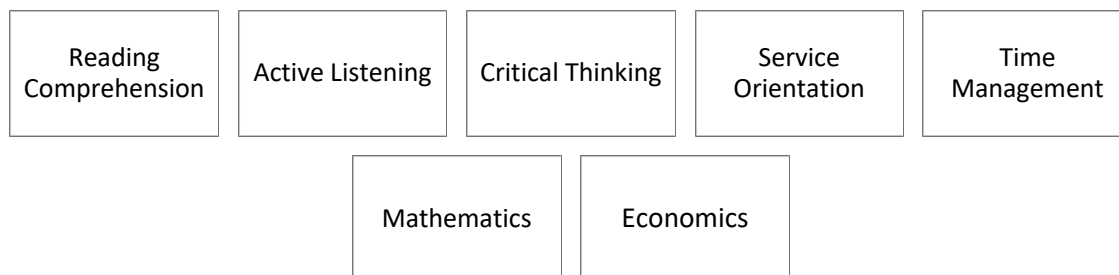
- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, 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 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.

Other titles:

- Accounting Clerk
- Audit Clerk
- Billing Clerk
- Deposit Clerk
- Income Tax Return Preparer
- Finance Clerk
- Accounts Payable/Receivable Clerk

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required

Post-secondary diploma/degree

- Completion of college may be required

Certification

- Courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association may be required
- Some accounting clerks must be bondable

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as accounting and related clerks are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): \$38,286	Average Wages and Salaries (POR): \$39,183
Median Wages and Salaries (POW): \$36,722	Average Wages and Salaries (POW): \$35,985

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
2382 Building equipment contractors	70	90
413 Food, beverage and tobacco wholesaler-distributors	10	25
5416 Management, scientific and technical consulting services	35	55

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- The Certified General Accountants Association of Canada: <https://www.cpacanada.ca/>
- Canadian Bookkeepers Association: <http://www.c-b-a.ca/certification/>
- Canadian Securities Institute:
https://www.csi.ca/student/en_ca/designations/certification_exam.xhtml