

NATURE OF WORK

Accountants are an organization's financial records keeper. They update and maintain one or more accounting records, including those which tabulate expenditures, receipts, accounts payable, accounts receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle posting journal entries into only one type of account, such as accounts payable or receivables.

WORKING CONDITIONS

Accountants are typically employed in an office environment. Most accountants work regular business hours. Many accounting personnel work longer hours to meet deadlines at the end of the fiscal year, during tax time or when monthly and yearly accounting audits are performed.

TRAINING & QUALIFICATIONS

For occupations such as bookkeepers, accountants and procurement clerks, an associate's degree in business or accounting often is required. Some companies have a set plan of advancement that tracks college graduates from entry-level jobs into managerial positions. Becoming a CPA takes years of education and usually lands the person an upper level position.

JOB OUTLOOK

Average growth is expected in the employment of bookkeeping, accounting, and auditing clerks through 2018. Most job openings will stem from replacement needs for transfers and retirement. Each year, numerous jobs will become available as accounting clerks tend to transfer to other occupations. The large size of this occupation ensures plentiful job openings.

CAREER OPTIONS

Accountant, Bookkeeper

ESTIMATED SALARY RANGE

New Mexico — Entry \$14,414 Exp. \$22,514
Nationally — \$26,350— \$40,130

RELATED OCCUPATIONS

Auditing clerk, payroll clerk, timekeeping clerk, procurement clerk, teller.

SJC Basic Program Information

The primary objective of the Associate of Applied Science Accounting program is to provide the opportunity for students to develop high levels of technical and occupational preparation in the discipline of accounting. The two-year program requires course work in financial accounting, managerial accounting, income, tax, intermediate accounting, and cost accounting. Upon graduation, the student will have the educational background for employment at the para-professional level.



For further exploration go to:

www.sanjuancollege.edu/pages/158.ASP

www.bls.gov/oco/ocos144.htm