

NATURE OF WORK

Accountants are an organization's financial record keepers. 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 specific accounts.

WORKING CONDITIONS

Accountants are typically employed in an office environment. Most accountants work regular business hours. Accounting clerks may 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.

JOB OUTLOOK

Slower than average growth is expected in the employment of bookkeeping, accounting, and auditing clerks through 2012. More job openings will stem from replacement needs for transfers and retirement. Each year, numerous jobs will become available as these clerks transfer to other occupations. The large size of this occupation ensures plentiful job openings.

For further exploration go to:

www.sanjuancollege.edu/pages/158.ASP

www.careers-nm.org

www.bls.gov/oco/ocos144.htm

CAREER OPTIONS

Accountant, Bookkeeper

ESTIMATED SALARY RANGE

New Mexico — Entry \$14,414 Exp. \$22,514

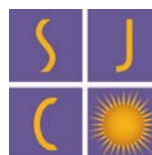
Nationally — \$15,480 — \$37,000

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 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.



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