

Career Profile

A weekly series devoted to providing information on career exploration

Do You Like

- Using mathematics to solve problems?
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems?
- Understanding the implications of new information for both current and future problem-solving and decision-making?

Then This Could Be The Career For You!

The Type of Work

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Financial Aid Account Clerks assist students in all aspects of the financial aid process by delivering accurate, up-to-date information. They process student loans; verify loan approvals; keep apprised of changes in student status and notifies banks and the state capital. They assist banks in locating students; initiate the pay-back of loans; respond to related inquiries and complaints; and maintain current knowledge of related federal and state regulations. They perform complex financial aid processes, such as creating estimated award letters, clearing CCodes, performing verifications, and dealing with overlapping loans period, transfer credits, repackage aid for a new award year, and determine student eligibility.

Pathways to Success

Most bookkeeping, accounting, and auditing clerks are required to have a high school degree at a minimum. However, having some college is increasingly important and an associate degree in business or accounting is required for some positions. Although a bachelor's degree is rarely required, graduates may accept bookkeeping, accounting, and auditing clerk positions to get into a particular company or to enter the accounting or finance field with the hope of eventually being promoted. Once hired, bookkeeping, accounting, and auditing clerks usually receive on-the-job training. Under the guidance of a supervisor or another more experienced employee, new clerks learn company procedures. Some formal classroom training also may be necessary, such as training in specialized computer software.

What Employers Look For

Individuals who:

- Possess knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Are detail-oriented, motivated to seek out obscure information, and able to communicate that information in an effective manner.
- Possess knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Have knowledge of principles and processes for providing customer and personal services.
- Are comfortable with computers, financial software, spreadsheets and statistical packages.
- Can analyze information and use logic to address work-related issues and problems.

Job Outlook

Bookkeeping, accounting, and auditing clerks held more than 2.1 million jobs in 2006. They work in all industries and at all levels of government. Employment of bookkeeping, accounting, and auditing clerks is projected to grow by 12 percent during the 2006-16 decade, which is as fast as the average for all occupations. Due to its size, this occupation will have among the largest numbers of new jobs arise, about 264,000 over the projections decade.

Earnings Potential

Location	Year	Pay Period	Low	Median	High
United States	2007	Yearly	\$20,300	\$31,600	\$47,600
Ohio	2007	Yearly	\$20,000	\$30,700	\$44,900
Cleveland Elyria-Mentor, OH MSA	2007	Yearly	\$20,600	\$31,200	\$45,500

National Data Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey

Local Education Websites

Lorain County JVS
High School & Adult Programs
www.lcivs.com

Tiffin University
Associate & Undergraduate
Programs in Accounting
www.tiffin.edu

Lorain County Community College
Banking & Financial Careers
www.lorainccc.edu

Ohio Business College
www.ohiobusinesscollege.edu

Lorain County Community College
University Partnership Programs
www.lorainccc.edu/up

Bookkeeping, Accounting and Auditing Clerks



DEFINITION:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

**Elizabeth Garcia, Financial Aid Accounts Clerk
Lorain County Community College, Elyria**

Q. When you were a young child, what did you want to be when you grew up?

A. I wanted to be a police officer because I wanted to help people. At a young age, law enforcement was the most visible opportunity to help people.

Q. How did you become interested in your particular field?

A. When I enrolled at Lorain County Community College as a student about 20 years ago, I applied to work on campus. I was assigned a job in the Financial Aid Office where I remain today.

Q. Who or what influenced your decision the most and why?

A. My three sons, David, Anthony, and Jose, influenced my decision to want to better myself. I knew that going to college was my first step. I wanted to make a better life for my children and help them to understand that if you want things in life, you have to work for them. I also felt it important to set a strong example of good moral values and a solid work ethic. Going to LCCC has been one of the best decisions that I have made.

Q. What is your educational background?

A. I have a high school diploma and completed my Associate's degree at LCCC while employed full time. I currently am working toward my Bachelor's degree through Cleveland State University.

Q. How did you get to where you are today?

A. As I mentioned, I was placed in the Financial Aid Office at LCCC while attending college. Being at the right place at the right time was helpful. I encourage all college students to try to secure employment on a college campus. The experience is invaluable and you never know where the job may lead.

Q. What path did your employment journey take?

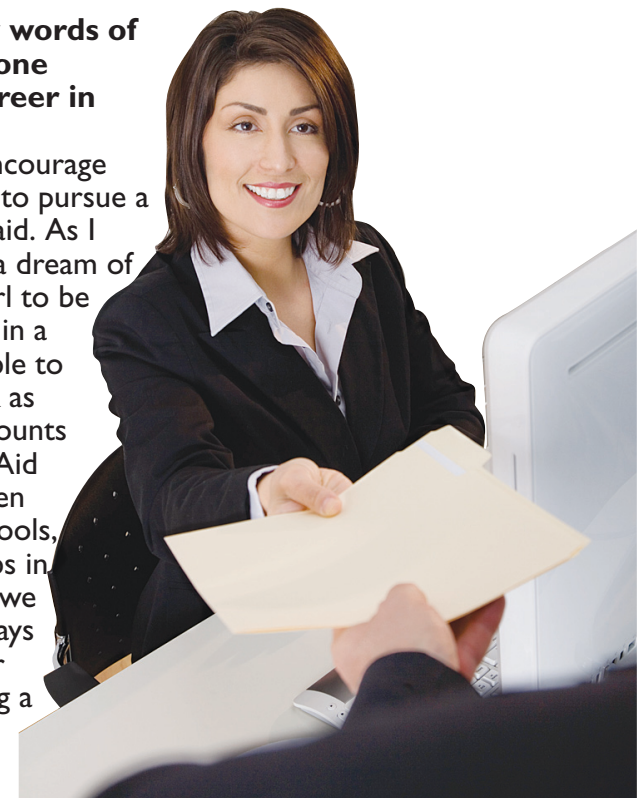
A. Through my experience in financial aid, I discovered that you either love the financial aid work or hate it. It's very fast paced and very busy especially just prior to the start of each semester. Through hard work and dedication, I was offered a part time position in the financial aid office. I was then promoted to a full time position as a Financial Aid Accounts Clerk.

Q. What skills or certifications do you think are needed to be successful in this field?

A. As with any successful employment, hard work and dedication to the job will go a long way to success. At LCCC, an Associate Degree is strongly preferred for my position. I have the opportunity to attend annual conferences and workshops in the field of financial aid to keep me up to date on the latest changes to the many federal and state regulations.

Q. Do you have any words of advice for someone considering a career in your field?

A. I would strongly encourage anyone interested, to pursue a career in financial aid. As I mentioned, it was a dream of mine as a young girl to be gainfully employed in a field where I am able to help people. Work as a Financial Aid Accounts Clerk or Financial Aid Advisor, as it is often called at other schools, one of the best jobs in the country. Daily, we help people find ways to afford paying for college thus making a better life for themselves!



Sources: Occupational Information Network, O*Net Online, <http://online.onetcenter.org>.** U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, <http://stats.bls.gov/oco>