

ACCOUNTING TECHNICIANS AND BOOKKEEPERS

NOC 12200

Maintain financial records of business transactions, assets and accounts for organizations or individuals. They also verify procedures for the accurate recording of financial transactions.



3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

320

MEDIAN HOURLY WAGE

$25.00

$16.00 LOW — $40.00 HIGH

TYPICALLY REQUIRED



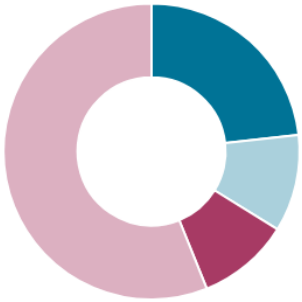
College or apprenticeship

EMPLOYED

2,606

AVERAGE SALARY

$51,700



EMPLOYMENT BY INDUSTRY

23.2%	Professional, scientific and technical services
10.6%	Retail trade
10.1%	Public administration
56.1%	All Other Industries



EMPLOYMENT BY AGE

3.4%	15-24
11.7%	25-34
14.4%	35-44
23.9%	45-54
33.2%	55-64
13.3%	65+

ALSO KNOWN AS

- Accounting Bookkeeper
- Bookkeeper
- Accounting Technician
- Finance Technician

MAIN DUTIES:

This group performs some or all of the following duties:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents.

