



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

476

MEDIAN HOURLY WAGE

\$22.00

\$14.96 \$33.33
LOW HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

2,375

AVERAGE SALARY

\$51,700

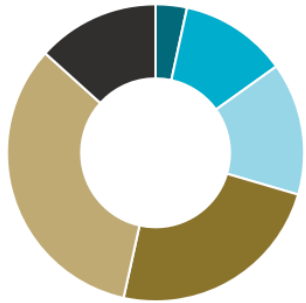


The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



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

