



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 \$40.00
LOW HIGH

TYPICALLY REQUIRED



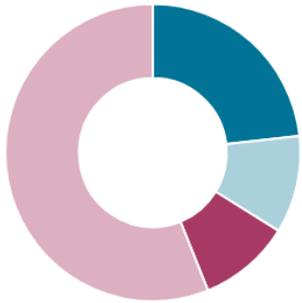
College or apprenticeship

EMPLOYED

2,606

AVERAGE SALARY

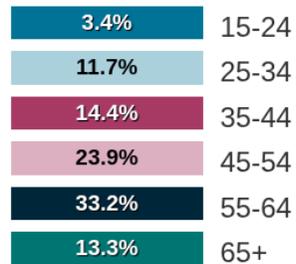
\$51,700



EMPLOYMENT BY INDUSTRY



EMPLOYMENT BY AGE



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.

