



ACCOUNTING AND RELATED CLERKS

NOC 14200

Prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records.

3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

583

MEDIAN HOURLY WAGE

\$19.50

\$15.00 \$27.50
LOW HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

3,274

AVERAGE SALARY

\$49,360



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

15.6%	Professional, scientific and technical services
13.1%	Public administration
10.8%	Retail trade
60.5%	All Other Industries



EMPLOYMENT BY AGE

5.7%	15-24
13.8%	25-34
19.1%	35-44
27.2%	45-54
24.7%	55-64
9.6%	65+

ALSO KNOWN AS

- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Audit Clerk
- Billing Clerk
- Budget Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets



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