

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

446

MEDIAN HOURLY WAGE

$24.04

$18.00 LOW

$30.77 HIGH

TYPICALLY REQUIRED



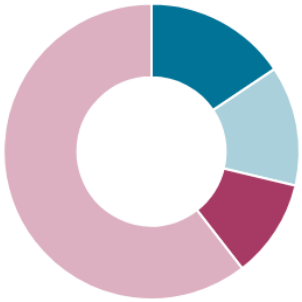
College or apprenticeship

EMPLOYED

3,602

AVERAGE SALARY

$49,360



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
- Prepare period or cost statements or reports.

