



ACCOUNTING TECHNICIANS AND BOOKKEEPERS

NOC 1311

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

300

MEDIAN HOURLY WAGE

\$20.00

\$13.39 LOW \$30.22 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

2,055

MEDIAN SALARY

\$28,058

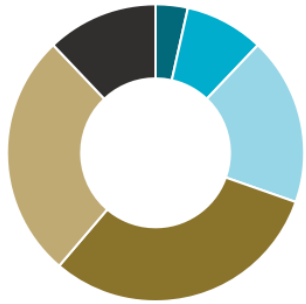


The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



EMPLOYMENT BY INDUSTRY

26.0%	Professional, scientific and technical services
11.8%	Retail trade
9.1%	Construction
53.2%	All Other Industries



EMPLOYMENT BY AGE

3.5%	15-24
8.6%	25-34
18.3%	35-44
30.9%	45-54
26.7%	55-64
12.1%	65+

ALSO KNOWN AS

- Accounting Bookkeeper
- Accounting Technician
- Bookkeeper

MAIN DUTIES:

Accounting technicians and bookkeepers perform 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
- Prepare tax returns and perform other personal bookkeeping services.

