



ACCOUNTING AND RELATED CLERKS

NOC 1431

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

3 YEAR OUTLOOK



Good

3 YEAR JOB OPENINGS

338

MEDIAN HOURLY WAGE

\$19.81

\$14.00 \$29.00
LOW HIGH



TYPICALLY REQUIRED



High school or specific training

EMPLOYED

2,850

MEDIAN SALARY

\$36,565

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

14.8%	Professional, scientific and technical services
12.4%	Public administration
10.6%	Manufacturing
62.2%	All Other Industries



EMPLOYMENT BY AGE

5.1%	15-24
15.7%	25-34
21.9%	35-44
29.0%	45-54
21.2%	55-64
7.1%	65+

ALSO KNOWN AS

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

MAIN DUTIES:

Accounting and related clerks perform 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.

