

# ACCOUNTING AND RELATED CLERKS

(NOC: 1431)



Completion of **secondary** school. **College** or other **courses** may also be required

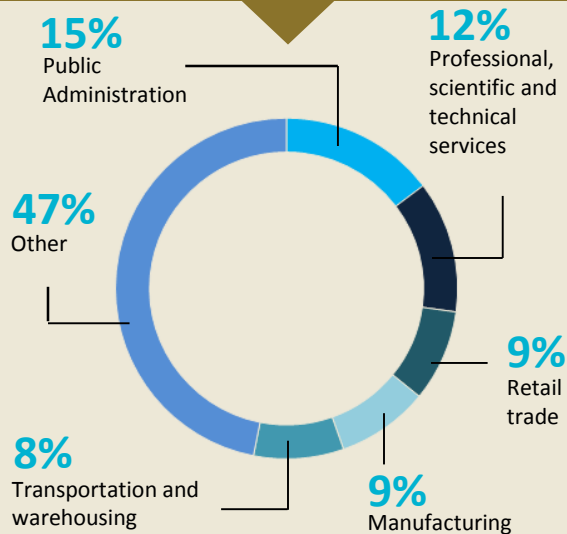


Work Prospects (2018 - 2020): **Good**

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures. They are employed throughout the private and public sectors.



## Employment by Industry



## Examples of duties performed

- 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



## Sample Job Titles

Accounting clerk

Accounts payable clerk

Accounts receivable clerk

# 970

Job Openings  
2017-2026

# \$18.90

Median  
Wage  
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

**NBjobs.ca**