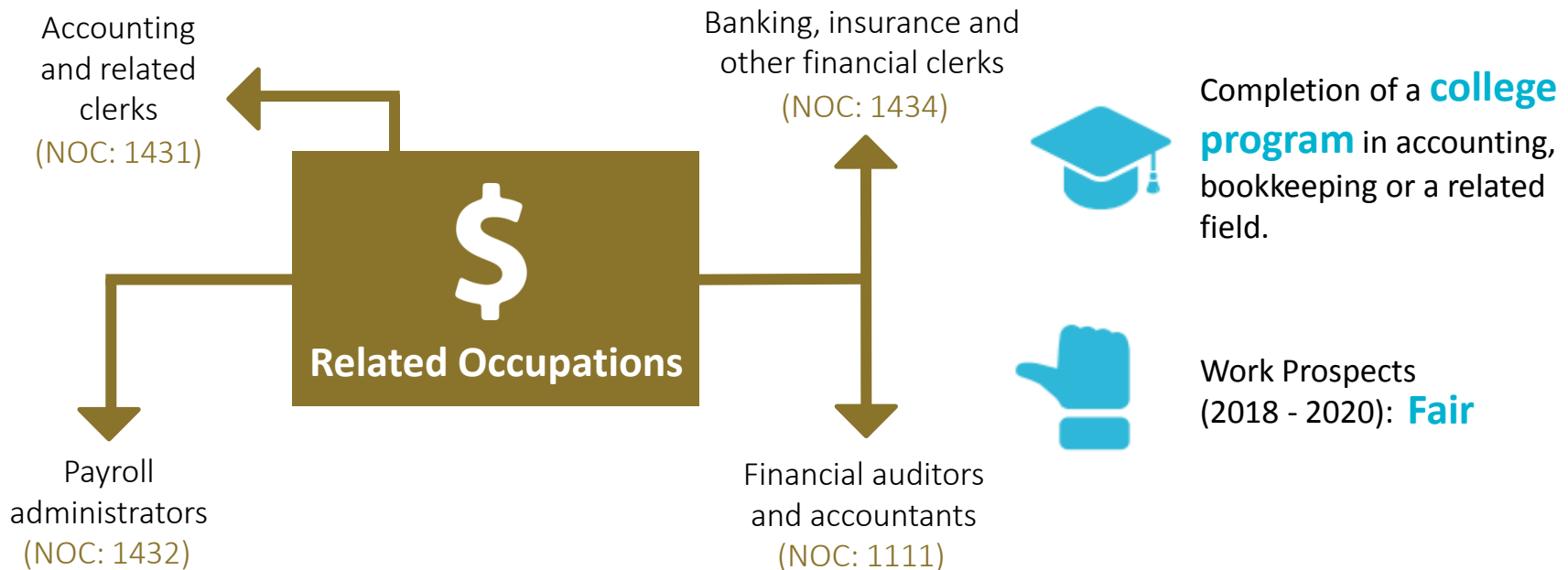


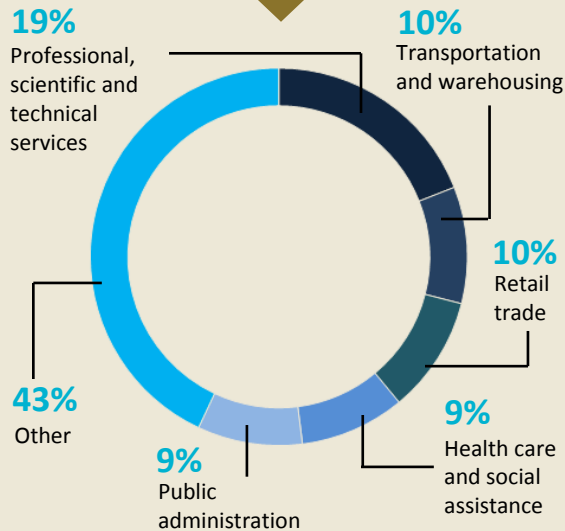
# ACCOUNTING TECHNICIANS AND BOOKKEEPERS (NOC: 1311)



Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. They are employed throughout the private and public sectors, or they may be self-employed.



## Employment by Industry



## Examples of duties performed

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping system.
- 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.
- Prepare tax returns and perform other personal bookkeeping services.
- Prepare other statistical, financial and accounting reports.



## Sample Job Titles

Accounting Bookkeeper

Accounting Technician

Bookkeeper

# 901

Job Openings  
2017-2026

# \$18

Average  
Wage  
(per hour)



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

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