

Job Outlook?

Job growth is projected to be average through 2016, and job prospects should be good as a large number of bookkeeping, accounting, and auditing clerks are expected to retire or transfer to other occupations.

[U. S. Dept. of Labor](#)



CAREER ADVANTAGE@

**THE
Learning Curve**

A Division of Gray & Associates, Inc.

Bookkeeping



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Bookkeeping

Program Overview

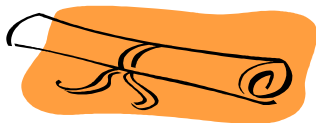
The Bookkeeping course is to prepare individuals to become competent and knowledgeable expanded functions bookkeepers. This course teaches the student all the skills necessary to provide technical administrative support to professional accountants and other financial management personnel.

Program Goals

Through completing this course, students will learn:

- How to create complete accounting and bookkeeping systems, through both manual and computer methods, including financial reports that contain balance sheets, profit/loss statements, and customer billings
- How to make original and final entries, posting to journals, accounts receivable, accounts payable, payroll, general ledger, and customer statements

This career-focused and fast-track approach gives students the advantage of achieving these goals within 3 to 4 months. A certificate is awarded upon completion.



Admissions Process

- Application
- High School Diploma or GED
- Career Counseling Session



Prerequisites

Bookkeepers need to have an aptitude for mathematics and be able to use a 10-key adding machine. They must be careful, orderly and detail-oriented in order to avoid making errors and to recognize errors made by others. These worker also should be discreet and trustworthy because they frequently come in contact with confidential material. They should also have good communication skills because they increasingly work with customers. In addition, all bookkeepers should have a strong aptitude for numbers.

Bookkeeping Careers

This course prepares you for employment in the following occupations:

- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- General Ledger Bookkeeper
- Officer Manager
- Payroll Clerk



Labor Statistics

According to the U. S. Bureau of Labor Statistics, median annual earnings of bookkeeping, accounting, auditing clerks were \$30,560. The middle half of the occupation earned between \$24,540 and \$37,780. The top 10 percent of bookkeeping, accounting, and auditing clerks earned more than \$46,020, and the bottom 10 percent earned less than \$19,760.

For more information about this program call us @ (601) 352-5321.