

## CAREER PROFILES

### Accounting and related Clerks:

**Accounting and related Clerks** calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

### Wage/Salary Information:

\$42,653.33 is the median annual salary found locally.

\$20.51/hour is the median wage reported locally.

### Commonly Listed Skills in Job Postings:

- Takes initiative
- Oral and written communication
- Interpersonal skills
- Self-motivated
- Microsoft Office
- Customer service oriented
- Data entry
- Organizational skills
- Marketing
- Teamwork
- Time management
- Bilingual
- Work independently
- Computer use
- Multitask
- Leadership
- Adaptability
- Accounts Payable/Receivable
- Accounting Software
- Database Software

### Job Duties:

Accounting and related Clerks 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. Accounting and related Clerks 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. They compile budget data and documents based on estimated revenues and expenses and previous budgets and prepare period or cost statements or reports. Accounting and

related Clerks calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists. Accounting and related Clerks also respond to customer inquiries, maintain good customer relations and solve problems.

### Working Conditions:

Work is typically performed in a structured environment, such as an office. While employees work a regular five-day workweek, there may be evening and weekend work during busy seasons. In addition to regular accounting duties, employees are often also expected to work directly with clients by answering inquiries.

### Career Pathways:

Progression to supervisory or skilled financial occupations, such as Accounts Payable Supervisor, Bookkeeper or Office Manager is possible with additional training and experience.

Accounting and related Clerks are employed throughout the private and public sectors. Below are potential career pathways for accounting and related clerks:

- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Audit Clerk
- Billing Clerk
- Budget Clerk
- Costing Clerk
- Deposit Clerk
- Finance Clerk
- Freight-Rate Clerk
- Income Tax Return Preparer
- Invoice Clerk
- Ledger Clerk
- Tax Clerk

Check out more possible career pathways on [WEexplore](#).

### Education and Training Pathways:

If you're interested in becoming an accounting or related clerk, you can acquire training/education locally at any of the following institutions.

[St. Clair College:](#)

## **Business – Accounting**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College (C), University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Two Year – Ontario College Diploma

**Professional Certification:** Courses may be accepted as prerequisites and/or technical course exemptions towards the Advanced Certificate in Accounting & Finance (ACAF).

**Attendance:** In-person

**Full-time or Part-time:** full-time

**Program Length:** 2 year

**Program Cycle:** September and/or January

**Program Cost:**

- Year 1: \$4,149.38
- Year 2: \$4,007.01
- Total: \$8,156.39

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/business\\_accounting/](http://www.stclaircollege.ca/programs/postsec/business_accounting/)

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