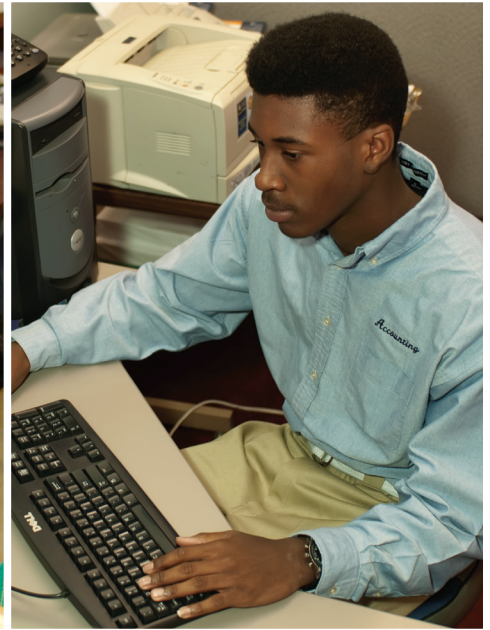


CAREER TECHNICAL TRAINING AREA

# Accounting Services



## Do You Like ...

... working with numbers?

... organization and detail?

... using computers?

... solving problems?

If so, you may be a good candidate for Job Corps' Accounting Services career training program.

## SKILLS

**Learn how to perform the essential tasks of an accounting services clerk, including:**

- » Formatting and analyzing financial data.
- » Computing, classifying, and recording numerical data to keep financial records complete.
- » Managing financial processes like accounts payable, accounts receivable, and payroll.
- » Preparing itemized statements, bills, or invoices, and recording amounts due for items purchased or services rendered.

## EXPECTATIONS & REQUIREMENTS

**While on the job, you will be expected to display the following traits at all times:**

- » Attention to detail
- » Problem-solving
- » Integrity and dependability
- » Cooperation

**And you will need to meet a few basic requirements in order to be hired as an accounting services clerk, including having:**

- » Strong organizational, mathematical, and reading skills
- » Excellent communication skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

## CAREER TECHNICAL TRAINING AREA

# Accounting Services



## CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you succeed in your career. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Finance and Business training area can earn **nationally recognized credentials** from organizations such as Certiport, which is the national standard in Microsoft training and credentialing.

## CAREER OPTIONS

Most **Accounting Services graduates go to work for businesses** in need of accounting support. These companies can be small or large, as well as situated in a large variety of industries. Entry-level clerks in this field typically work normal business hours and full time.

## SALARY

The average starting salary for most accounting services clerks is **\$33,000/year**.

\*For additional salary information and career path options in this field, visit [www.mynextmove.org](http://www.mynextmove.org).



[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov) • [www.mifuturo.jobcorps.gov](http://www.mifuturo.jobcorps.gov) (español)

