

Bookkeeping, Accounting, and Auditing Clerks

Bookkeeping, Accounting, and Auditing Clerks compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Classroom training and on-the-job training are needed.

Employees in this field usually have a high school diploma or GED. Individuals interested in this occupation need analytical skills, mathematical, and disciplined time management skills. Employees are expected to have strong computer skills in spreadsheet, database and accounting software.

Brazos Valley Mean Wage
\$30,074 (\$14.46/hr.)

Statewide Mean Wage
\$35,530 (\$17.08/hr.)

Above table shows the average wage for Bookkeeping, Accounting, and Auditing Clerks in the Brazos Valley and State of Texas.

