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
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.

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.

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.