

Can Men be Bookkeepers?

YES!



"Become a bookkeeper or accounting clerk and you'll see how important the person who keeps track of the money really is."
—America's Career InfoNet

Idaho Wages

Hourly wage \$8.07 to \$19.31

Median wage \$13.24

(Idaho Occupation & Wage Report, 2006)

To be a bookkeeper one must:

- have a high school diploma or GED;
- complete training in bookkeeping and accounting procedures;
- have keyboarding and computer skills; and
- be comfortable with detailed work. College of Southern Idaho offer courses in Accounting/Bookkeeping.
- **An Associate of Applied Science degree is offered at the College of Southern Idaho.**

Idaho Employment

9,928 jobs— very large occupation

16.9% —annual growth

354 jobs—low annual openings

Nationally, men make up 9.7% of the labor force.

Source: US Dept of Labor (2007)

Bookkeeping and accounting clerks document and record financial data. This information is used for reports, research, financial statements, and payroll use. In smaller offices, bookkeepers handle all finances. They record money taken in or spent. They summarize spending habits and prepare reports for managers and supervisors. They may also prepare bank deposits by collecting cash and checks.

In larger offices and accounting departments, bookkeepers are more specialized. Their title may reflect the type of accounting they do. More experienced clerks have more difficult tasks. Many accounting clerks are responsible for payroll and bills. Other duties may include creating and filing vouchers and invoices. Bookkeeping and accounting clerks must ensure that their actions comply with federal and state laws and with company procedures.

Job Outlook

A growing economy should result in more demand for accounting services. However, automation of office functions is expected to continue. Thus, clerks who use computers should be able to do more work. Job openings will occur each year as current workers leave this occupation. The majority of new jobs will be created in small, rapidly growing organizations. Many opportunities for temporary and part-time work should be available.

Regardless of Gender Bookkeepers Must:

- Use computer accounting software to record, store, and analyze information.
- Check records updated by self or others to make sure numbers, calculations, and codes are correct. Fix or mark errors.
- Follow federal and state laws and company procedures.
- Process cash, checks, and vouchers for bank deposits.
- Track and update customer accounts.
- Calculate and prepare customer invoices and statements.
- Maintain financial records and prepare financial reports.
- Compute information such as amount due, balance, discount, equity, and loan principal.
- Produce accounting documents using a variety of office equipment.
- Perform general office duties such as filing, answering phones, and writing letters.
- Process purchase orders, inventory records, and expense reports.
- Compute payroll including calculation of payroll taxes and preparation of various tax forms.

**College of Southern Idaho
Center for New Directions
Non Traditional Occupations Program
Contact Revis Turner— 732-6688
Accounting/Bookkeeping Program
Call Cindy Harmon—732-6319**