



# ACCOUNTING AND RELATED CLERKS

NOC 14200

Prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records.



### 3-YEAR OUTLOOK



Moderate

### 3-YEAR JOB OPENINGS

**583**

### MEDIAN HOURLY WAGE

**\$20.00**

\$15.30 \$29.08  
LOW HIGH

### TYPICALLY REQUIRED



College or apprenticeship

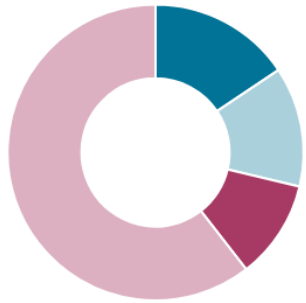
### EMPLOYED

**3,274**

### AVERAGE SALARY

**\$49,360**

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

15.6%	Professional, scientific and technical services
13.1%	Public administration
10.8%	Retail trade
60.5%	All Other Industries



### EMPLOYMENT BY AGE

5.7%	15-24
13.8%	25-34
19.1%	35-44
27.2%	45-54
24.7%	55-64
9.6%	65+

### ALSO KNOWN AS

- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Audit Clerk
- Billing Clerk
- Budget Clerk

### MAIN DUTIES:

- This group performs some or all of the following duties:
- 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
  - 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
  - Compile budget data and documents based on estimated revenues and expenses and previous budgets
  - Prepare period or cost statements or reports.



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