

DELTA COLLEGE
COUNSELING/ADVISING & CAREER SERVICES
BOOKKEEPER

Salary Range: \$20,590 - \$45,360

Personal Interests: Working with numbers, office machines, such as calculators and computers, and an interest in accuracy and attention to detail

Work Environment: Typical office setting

Description

Bookkeepers keep the daily financial records of a business or company. These records provide an up-to-date picture of the business' financial status. Bookkeepers may enter details of sales slips, bills, check stubs, inventory records, and order forms in separate journals. They may summarize details on separate ledgers and transfer details from separate journals to a general ledger and/or data processing sheets. They typically balance books, write financial reports, calculate employee wages and write payroll checks, figure income and social security tax deductions, reconcile bank accounts, and enter data into a computer to perform bookkeeping functions.

Bookkeepers may also be responsible for an entire set of books or just one section of a set of books. Bookkeepers responsible for an entire set of books may be designated as Full Charge Bookkeepers. The type of business, the number of other clerical personnel employed, and the type of accounting system used determines the specific duties of the individual Bookkeeper.

Bookkeepers may also specialize as Accounting Clerks, where they can perform many of the routine duties such as calculating, posting, verifying, and typing to obtain primary financial data for use in maintaining accounting records. They may be known according to the type of accounting performed,

such as accounts-payable clerk or accounts-receivable clerk.

Working Conditions

Bookkeepers in small businesses may work alone or with one or two other employees. Large companies may employ a number of bookkeepers working under a Head Bookkeeper. Bookkeepers usually work in pleasant office settings that are well lighted and comfortable. They usually sit while working, but do some standing, walking, and bending while working at file cabinets. The average workweek for Bookkeepers is 35-40 hours. Part-time work may be available during income tax season.

Training, Other Qualifications

Employers require bookkeepers to have at least a high school diploma and look for people with backgrounds in business mathematics, business writing, typing, and computer training. Some employers prefer people who have completed a junior college curriculum or those who have attended a post-high school business training program.

The Delta College Accounting program results in an Associate in Business Studies Degree. Coursework involves accounting principles and practices, business studies and microcomputer applications for accounting. Cost accounting and tax accounting are also topics of study at Delta.

Job Outlook

Nationally, employment is expected to grow more slowly than average through the year 2014. However, jobs for bookkeepers should be fairly numerous due to the large size of the occupation. As the economy improves, business transactions are expected to multiply rapidly and increase the need for accounting records. Although advanced computers used for routine tasks may limit opportunities for Bookkeepers, the turnover rate is high. Therefore, many openings will occur as workers retire or leave the labor force for other reasons, or as they transfer to other jobs or occupations.

There are approximately 60,720 Bookkeepers employed in Michigan. Most work in urban areas. Bookkeepers work in retail stores, wholesale firms, manufacturing companies, banks, insurance companies, hospitals, schools, and government agencies.

In Michigan, employment of bookkeepers is expected to grow much slower than average through the year 2014. An average of 1,199 openings is expected through the year 2014. Nearly all of these openings are due to replacement of workers who retire, die or leave the labor force for other reasons. Additional openings will occur as workers change jobs or occupations.

Earnings

Nationally, the median salary for bookkeepers was \$31,780 per year (May 2006). Many factors influence earnings, including the size of the company, geographic location, the extent of unionization, the state of the economy, nationally and locally, and the level of education and job experience of

the employee, including professional license requirements.

In May 2006, bookkeepers, accounting and auditing clerks in various Michigan locations earned:

Area	Average Salary
Ann Arbor	\$34,570
Bay City	\$30,610
Detroit Area	\$33,930
Flint	\$32,610
Grand Rapids	\$30,850
Lansing	\$32,600
Saginaw	\$30,140

Related Occupations

Accountant, Billing Clerk, Statement Clerk, Bank Teller, Billing Machine Operator, and Tax Preparer.

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Sources: Michigan Occupational Information System, Occupational Outlook Handbook, Encyclopedia of Careers and Vocational Guidance, Delta College Catalog.

Career Center, D 132
Bay City/Saginaw: (989) 686-9072
Midland/Auburn: (989) 495-4000, Ext. 9072
Frankenmuth, Birch Run, Reese & Vassar: (989) 758-3400, Ext. 9072
<http://www.delta.edu/careercenter>

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