

# Professional Bookkeeping

## INDUSTRY FACTS



### What do professional bookkeepers do?

Bookkeepers crunch a lot of numbers. But more specifically, they prepare invoices, manage payroll, track debits and credits, and manage ledgers. It's a fun gig. One that requires exceptional attention to detail, a positive attitude, and a fondness for basic mathematics. Here's what a typical day or week might look like:

- Using bookkeeping software, spreadsheets, and databases
- Entering financial transactions into the appropriate computer software
- Receiving and recording cash, checks, and vouchers
- Putting costs (debits) and income (credits) into the software, assigning each to an appropriate account
- Producing reports, such as balance sheets (costs compared with income), income statements, and totals by account
- Checking for accuracy in figures, postings, and reports



- Reconciling or noting and reporting any differences found in the records

### Where do they work?

Most certified bookkeepers work in office settings. They get to know their client's financial records inside and out, and work with like-minded accountants and clerks from other departments. Generally, they work full-time, but sometimes they put in a few extra hours at the end of the fiscal year or during tax season.\*

### How much do they earn?

The salary for this role varies based on facility, location, and experience, but the national average annual income is \$45,560.\*

\* Bureau of Labor Statistics, U.S. Department of Labor. "Bookkeeping, Accounting and Auditing Clerks." Occupational Outlook Handbook. Accessed April 26, 2023.

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

**JESSICA C., CAREERSTEP LEARNER**

# Professional Bookkeeping

## PROGRAM DETAILS

### Prepare For A Better Job

When an office or organization needs help tracking, organizing, and producing financial records, you'll be there to keep their books on track.

### Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from enrollment through course completion.

- Learner support
- Technical support
- Career support

### Get Certified

This course helps learners prepare to take the Intuit QuickBooks Certified User Online exam and earn the Microsoft Office Specialist: Associate credential.

### Program Outline

Courses
Program Orientation
Computer Fundamentals
Business Foundations
Microsoft Office 2019: Specialist
Financial Accounting (CMA)
Managerial Accounting (CMA)
Online Quickbooks
Program Completion