

# ACCOUNTING

Accountants and Auditors prepare and examine financial records. They ensure that financial records are accurate and that taxes are paid properly and on time. Accountants and auditors assess financial operations and work to help ensure that organizations run efficiently.

## DUTIES

Accountants and auditors typically do the following:

- Examine financial statements to be sure that they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Organize and maintain financial records
- Assess financial operations and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits

In addition to examining and preparing financial documentation, accountants and auditors must explain their findings. This includes face-to-face meetings with organization managers and individual clients, and preparing written reports. Many accountants and auditors specialize, depending on the particular organization that they work for. Some organizations specialize in assurance services (improving the quality or context of information for decision makers) or risk management (determining the probability of a misstatement on financial documentation). Other organizations specialize in specific industries, such as healthcare.

Bookkeeping, Accounting, and Auditing Clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

The records that bookkeeping, accounting, and auditing clerks work with include expenditures (money spent), receipts (money that comes in), accounts payable (bills to be paid), accounts receivable (invoices, or what other people owe the organization), and profit and loss (a report that shows the organization's financial health).

Workers in this occupation have a wide range of tasks. Some in this occupation are full-charge bookkeeping clerks who maintain an entire organization's books. Others are accounting clerks who handle specific tasks.

These clerks use basic mathematics (adding, subtracting) throughout the day.



## SALARY INFORMATION

Location	2018				
	10%	25%	Median	75%	90%
California	\$46,940	\$59,250	\$75,880	\$97,910	\$127,290

\*Pay period based on yearly amount.

**EMPLOYMENT OUTLOOK**

Stable growth rate is estimated to be **11%**

**16,640** estimated annual job openings

## RELATED OCCUPATIONS

- Treasurers and Controllers ☀
- Cost Estimators ☀
- Auditors ☀
- Budget Analysts
- Credit Analysts
- Tax Examiners and Collectors, and Revenue Agents
- Actuaries
- Billing, Cost, and Rate Clerks ☀
- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive ☀
- Office Clerks, General ☀

