



# Payroll Accounting Occupations Labor Market Information Report Cabrillo College

Prepared by the San Francisco Bay Center of Excellence  
for Labor Market Research  
October 2020

## Recommendation

Based on all available data, there appears to be an undersupply of Payroll Accounting workers compared to the demand for this cluster of occupations in the Bay region and in the SC-Monterey sub-region (Monterey, San Benito, and Santa Cruz Counties). There is a projected annual gap of about 5,178 students in the Bay region and 425 students in the SC-Monterey Sub-Region.

This report also provides student outcomes data on employment and earnings for TOP 0502.00-Accounting programs in the state and region. It is recommended that these data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at Cabrillo College and in the region.

## Introduction

This report profiles Payroll Accounting Occupations in the 12 county Bay region and in the SC-Monterey sub-region for a proposed new program at Cabrillo College.

- Bookkeeping, Accounting, and Auditing Clerks (43-3031):** Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes “Payroll and Timekeeping Clerks” (43-3051).  
 Entry-Level Educational Requirement: Some college, no degree  
 Training Requirement: Moderate-term on-the-job training  
 Percentage of Community College Award Holders or Some Postsecondary Coursework: 48%
- Payroll and Timekeeping Clerks (43-3051):** Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes “Bookkeeping, Accounting, and Auditing Clerks” (43-3031).  
 Entry-Level Educational Requirement: High school diploma or equivalent  
 Training Requirement: Moderate-term on-the-job training  
 Percentage of Community College Award Holders or Some Postsecondary Coursework: 48%

## Occupational Demand

**Table 1. Employment Outlook for Payroll Accounting Occupations in Bay Region**

Occupation	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	5-Yr Openings	Average Annual Openings	25% Hourly Wage	Median Hourly Wage
Bookkeeping, Accounting, and Auditing Clerks	45,755	46,657	902	2%	28,243	5,649	\$19.65	\$25.52
Payroll and Timekeeping Clerks	5,134	5,220	86	2%	2,975	595	\$23.18	\$28.38
<b>TOTAL</b>	<b>50,889</b>	<b>51,877</b>	<b>988</b>	<b>2%</b>	<b>31,218</b>	<b>6,244</b>	<b>\$20.01</b>	<b>\$25.81</b>

Source: EMSI 2020.3

**Bay Region includes:** Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for Payroll Accounting Occupations in SC-Monterey Sub-Region**

Occupation	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	5-Yr Openings	Average Annual Openings	25% Hourly Wage	Median Hourly Wage
Bookkeeping, Accounting, and Auditing Clerks	3,881	3,882	1	0%	2,314	463	\$18.32	\$23.49
Payroll and Timekeeping Clerks	386	388	2	0%	219	44	\$19.13	\$24.47
<b>TOTAL</b>	<b>4,267</b>	<b>4,270</b>	<b>3</b>	<b>0%</b>	<b>2,533</b>	<b>507</b>	<b>\$18.39</b>	<b>\$23.58</b>

Source: EMSI 2020.3

**SC-Monterey Sub-Region includes:** Monterey, San Benito, and Santa Cruz Counties

**Job Postings in Bay Region and SC-Monterey Sub-Region**

**Table 3. Number of Job Postings by Occupation for latest 12 months (October 2019 - September 2020)**

Occupation	Bay Region	4 - County	SC-Monterey Sub-Region
Bookkeeping, Accounting, and Auditing Clerks	13,190	3,463	678
Payroll and Timekeeping Clerks	3,195	933	110
<b>TOTAL</b>	<b>16,385</b>	<b>4,396</b>	<b>788</b>

Source: Burning Glass

**Table 4a. Top Job Titles for Payroll Accounting Occupations for latest 12 months (October 2019 - September 2020) Bay Region**

Common Title	Bay	Common Title	Bay
Bookkeeper	1,454	AP Specialist	222
Accounts Payable Specialist	1,116	Payroll Analyst	153
Accounting Clerk	1,101	Accounting Associate	125
Accounts Payable Clerk	1,032	Accounts Receivable	120
Payroll Specialist	900	Accounts Payable Accountant	109
Accounts Receivable Specialist	484	Accounts Payable Analyst	108
Accounts Receivable Clerk	478	Senior Payroll Specialist	104
Accounting Assistant	418	Payroll Coordinator	93
Payroll Clerk	407	Accounts Payable Coordinator	89
Payroll Administrator	379	Bookkeeper/Office Manager	88
Accounting Specialist	306	AP Clerk	80
Accounts Payable	284	Office Manager/Bookkeeper	60

**Table 4b. Top Job Titles for Payroll Accounting Occupations for latest 12 months (October 2019 - September 2020) Santa Cruz, Monterey, San Benito and Santa Clara Counties**

Common Title	4 County	Common Title	4 County
Bookkeeper	345	Senior Payroll Specialist	30
Accounting Clerk	295	Accounts Payable Coordinator	30
Accounts Payable Specialist	264	Payroll Coordinator	29
Accounts Payable Clerk	259	Accounts Payable Accountant	29
Payroll Specialist	251	Bookkeeper/Office Manager	26
Payroll Clerk	148	AP Specialist	26
Accounts Receivable Clerk	128	Accounts Receivable	24
Accounts Receivable Specialist	119	Entry Level Clerk	21
Accounting Assistant	111	Accounts Receivable Coordinator	20
Payroll Administrator	81	Public Mobile Notary/Remote	18
Accounting Specialist	74	AP/Payroll Specialist	18
Accounts Payable	46	Senior Payroll Analyst	17
AP Clerk	33	Payroll	17

Accounting Associate	32	Accounts Payable Analyst	17
----------------------	----	--------------------------	----

Source: Burning Glass

**Table 4c. Top Job Titles for Payroll Accounting Occupations for latest 12 months (October 2019 - September 2020) SC-Monterey Sub-Region**

Common Title	SC-Monterey	Common Title	SC-Monterey
Bookkeeper	77	Accounts Payable Technician	8
Accounts Payable Clerk	75	Accounts Payable Coordinator	8
Accounting Clerk	74	Price Accuracy Coordinator	7
Accounts Receivable Clerk	43	Office Manager/Bookkeeper	7
Payroll Clerk	42	Payroll Analyst	6
Accounts Payable Specialist	26	Bookkeeper - Block Advisor	6
Accounting Specialist	26	AP Clerk	6
Accounting Assistant	26	Payroll Associate	5
Payroll Specialist	19	Accounts Receivable Coordinator	5
Accounts Receivable Specialist	15	Wellness Clerk	4
Bookkeeper/Office Manager	10	Public Mobile Notary/Remote	4
Accounts Payable	10	Payroll Coordinator	4
Accounting Technician	9	Payroll Clerk Listing At Accountemps In	4
Accounts Receivable	8	Pathology Clerk - PD	4

Source: Burning Glass

## Industry Concentration

**Table 5. Industries hiring Payroll Accounting Workers in Bay Region**

Industry – 6 Digit NAICS (No. American Industry Classification) Codes	Jobs in Industry (2019)	Jobs in Industry (2024)	% Change (2019-24)	% Occupation Group in Industry (2019)
Local Government, Excluding Education and Hospitals (903999)	2,060	2,060	0%	4%
Other Accounting Services (541219)	1,846	1,908	3%	4%
Colleges, Universities, and Professional Schools (State Government) (902612)	1,087	1,142	5%	2%
Religious Organizations (813110)	938	910	-3%	2%
Colleges, Universities, and Professional Schools (611310)	816	854	5%	2%
Internet Publishing and Broadcasting and Web Search Portals (519130)	803	964	20%	2%
Office Administrative Services (561110)	795	761	-4%	2%
Custom Computer Programming Services (541511)	784	910	16%	2%
Plumbing, Heating, and Air-Conditioning Contractors (238220)	781	837	7%	2%
Tax Preparation Services (541213)	731	772	6%	1%
Hotels (except Casino Hotels) and Motels (721110)	731	722	-1%	1%
Offices of Lawyers (541110)	674	659	-2%	1%
Elementary and Secondary Schools (Local Government) (903611)	625	618	-1%	1%
Temporary Help Services (561320)	592	578	-2%	1%
Services for the Elderly and Persons with Disabilities (624120)	555	657	18%	1%
Payroll Services (541214)	545	611	12%	1%
Commercial Banking (522110)	538	530	-1%	1%
New Car Dealers (441110)	514	502	-2%	1%
Residential Property Managers (531311)	501	521	4%	1%

Electrical Contractors and Other Wiring Installation Contractors (238210)	496	516	4%	1%
---	-----	-----	----	----

Source: EMSI 2020.3

**Table 6. Top Employers Posting Payroll Accounting Occupations in Bay Region and SC-Monterey Sub-Region (October 2019 - September 2020)**

Employer	Bay	Employer	4 County	Employer	SC-Monterey
Nelson	148	Certified Mobile Notary Service	28	Employnet	11
Acca	119	Acca	26	Certified Mobile Notary Service	10
Certified Mobile Notary Service	85	Sprouts Farmers Markets	19	University California	7
Sprouts Farmers Markets	60	Stanford University	16	Rite Aid Corporation	7
Alphalist	56	Alphalist	13	Monterey Peninsula Unified	7
Amazon	51	Employnet	12	University Of California Santa Cruz	6
Marriott International Incorporated	44	Fusion Technical Solutions	11	California State University	6
University Of California Berkeley	32	California State University	11	Salinas City Elementary	5
Compass Group North America	29	Rite Aid Corporation	10	S Martinelli Company	5
Rite Aid Corporation	25	Humane Society Silicon Valley	10	H&R Block	5
Stanford University	23	Marriott International Incorporated	9	Pinnacle Healthcare Medical Group	4
Accenture	23	Ursus	8	Monterey County California	4
Fusion Technical Solutions	19	Thermo Fisher Scientific Inc	8	Foothill Packing Incorporated	4
Intuit	18	Staffogen	8	West Marine	3
Humane Society Silicon Valley	18	Santa Clara Unified School District	8	Victory Automotive	3
Raleys	17	Raleys	8	Salinas Valley Memorial Hospital	3
Pacific Gas and Electric Company	17	Kelly	8	Salinas Valley Memorial Healthcare	3

Source: Burning Glass

## Educational Supply

There are 28 community colleges in the Bay Region issuing 800 awards on average annually (last 3 years ending 2018-19) on TOP 0502.00-Accounting. There are three (3) colleges in the SC-Monterey Sub-Region issuing 68 awards on average annually (last 3 years) on this TOP code.

There are three (3) Other Educational Institutions in the Bay Region issuing 27 awards on average annually (last 3 years ending 2016-17) on TOP 0502.00-Accounting. There is one Other Educational Institutions in the SC-Monterey Sub-Region issuing 14 awards on average annually (last 3 years) on this TOP code.

There are six (6) Other Educational Institutions in the Bay Region issuing 239 Bachelor's Degrees on average annually (last 3 years ending 2018-19) on TOP 0502.00-Accounting. There are no Other Educational Institutions in the SC-Monterey Sub-Region issuing Bachelor's Degrees on average annually (last 3 years ending 2018-19) on this TOP code.

**Table 7a. Community College Awards on TOP 0502.00-Accounting in Bay Region**

College	Sub-Region	Associates	Certificate Low Unit	Noncredit	Total
Alameda	East Bay		3		3
Berkeley City	East Bay	5	7		12
Cabrillo	SC - Monterey	19	32		51
Canada	Mid-Peninsula	7	13		20
Chabot	East Bay	16	29		45
Contra Costa	East Bay		6		6
De Anza	Silicon Valley	29	49		78
Diablo Valley	East Bay	14	36		50
Evergreen Valley	Silicon Valley	24	5		29
Foothill	Silicon Valley	26	15	48	89
Gavilan	Silicon Valley	6	3		9
Hartnell	SC - Monterey		6		6
Laney	East Bay	16	6		22
Las Positas	East Bay		8	1	9
Los Medanos	East Bay	16	9		25
Marin	North Bay		4		4
Merritt	East Bay	10	3		13
Mission	Silicon Valley	16	9		25
Monterey	SC - Monterey	6	5		11
Napa	North Bay	5	6		11
Ohlone	East Bay	5	40		45
San Francisco	Mid-Peninsula	7	15		22
San Francisco Ctrs	Mid-Peninsula			17	17
San Jose City	Silicon Valley	11	13		24
San Mateo	Mid-Peninsula	28	63		91
Santa Rosa	North Bay		35		35
Skyline	Mid-Peninsula	12	16		28
Solano	North Bay	11	9		20
West Valley	Silicon Valley		1		1
<b>Total Bay Region</b>		<b>289</b>	<b>445</b>	<b>66</b>	<b>800</b>
<b>Total SC-Monterey Sub-Region</b>		<b>25</b>	<b>43</b>	<b>0</b>	<b>68</b>

Source: Data Mart

Note: The annual average for awards is 2016-17 to 2018-19.

**Table 7b. Other Educational Institutions Awards on TOP 0502.00-Accounting in Bay Region**

College	Sub-Region	Associate Degree	Award < 1 academic yr.	Award 1 < 2 academic yrs.	Total
Central Coast College	Santa Cruz- Monterey		14		14
Empire College	North Bay	9		3	12
Golden Gate University-SF	Mid-Peninsula	1			1
<b>Total Bay Region</b>		<b>10</b>	<b>14</b>	<b>3</b>	<b>27</b>
<b>Total SC-Monterey Sub-Region</b>		<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>

Source: Data Mart

Note: The annual average for awards is 2014-15 to 2016-17.

**Table 7c. Bachelor's Degree Awards on TOP 0502.00-Accounting in Bay Region**

College	Sub-Region	Bachelor's Degree
Santa Clara University	Silicon Valley	87
Holy Names University	East Bay	4
Menlo College	Mid-Peninsula	30
Notre Dame de Namur University	Mid-Peninsula	4
Saint Mary's College of California	East Bay	38

University of San Francisco	Mid-Peninsula	76
<b>Total Bay Region</b>		<b>239</b>
<b>Total SC-Monterey Sub-Region</b>		<b>0</b>

Source: Data Mart

Note: The annual average for awards is 2014-15 to 2016-17.

## Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 6,244 annual openings for the Payroll Accounting occupational cluster and 1,066 annual (3-year average) awards for an annual undersupply of 5,178 students. In the SC-Monterey Sub-Region, there is also a gap with 507 annual openings and 82 annual (3-year average) awards for an annual undersupply of 425 students.

## Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 0502.00-Accounting**

2017-18	Bay All CTE Programs	Cabrillo College All CTE Programs	State 0502.00	Bay 0502.00	SC- Monterey 0502.00	Cabrillo College 0502.00
% Employed Four Quarters After Exit	74%	71%	72%	75%	74%	78%
Median Quarterly Earnings Two Quarters After Exit	\$10,550	\$11,134	\$10,000	\$11,929	\$11,340	\$14,474
Median % Change in Earnings	46%	29%	53%	67%	24%	24%
% of Students Earning a Living Wage	63%	61%	65%	70%	66%	74%

Source: Launchboard Pipeline (version available on 8/12/20)

## Skills, Certifications and Education

**Table 9. Top Skills for Payroll Accounting Occupations in Bay Region (October 2019 - September 2020)**

Skill	Postings	Skill	Postings	Skill	Postings
Accounting	11,767	Spreadsheets	2,129	Accruals	1,161
Accounts Payable / Accounts Receivable	5,819	Expense Reports	2,105	SAP	1,038
Payroll Processing	4,257	Customer Service	2,060	Accounting Systems	1,033
Data Entry	3,775	Enterprise Resource Planning (ERP)	1,601	Customer Contact	996
Bookkeeping	3,699	Accounting Software	1,599	ADP Payroll	972
Invoice Processing	3,185	Financial Reporting	1,464	Cash Deposits and Receipts	970
Quickbooks	3,160	Generally Accepted Accounting Principles (GAAP)	1,390	Calculation	921
Account Reconciliation	2,925	Scheduling	1,351	Bank Reconciliation	869
Customer Billing	2,762	Financial Statements	1,315	Invoicing	868
General Ledger	2,678	External Auditing	1,244	Invoice Matching	860
Customer Checkout	2,304	Budgeting	1,230	Record Keeping	842
Month-End Close Processes	2,267	NetSuite	1,183	Oracle	834
Accounting	11,767	Spreadsheets	2,129	Accruals	1,161
Accounts Payable / Accounts Receivable	5,819	Expense Reports	2,105	SAP	1,038
Payroll Processing	4,257	Customer Service	2,060	Accounting Systems	1,033

Source: Burning Glass

**Table 10. Certifications for Payroll Accounting Occupations in Bay Region (October 2019 - September 2020)**

Note: 94% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

Certification	Postings	Certification	Postings
Driver's License	386	Quickbooks Certification	10
Certified Payroll Professional (CPP)	223	Purchasing Certification	9
Certified Protection Professional (CPP)	136	Notary License	9
Fundamental Payroll Certification	92	Cisco Certified Internetwork Professional (CCIP)	9
Business License	81	Certified Purchasing Professional	9
Certificate in Accounting	73	Investment Advisor	8
Certified Public Accountant (CPA)	51	CDL Class C	8
Bookkeeping Certification	31	Typing Certification	6
Security Clearance	24	Chartered Financial Analyst (CFA)	6
MBE Certified	15	Tax Preparation Certificate	5
OSHA Forklift Certification	13	Sarbanes-Oxley (SOX) Certification	5
Business Development Certified	11	Licensed Professional Counselor	5

Source: Burning Glass

**Table 11. Education Requirements for Payroll Accounting Occupations in Bay Region**

Education (minimum advertised)	Latest 12 Mos. Postings	Percent 12 Mos. Postings
High school or vocational training	2,420	25%
Associate Degree	1,384	14%
Bachelor's Degree or Higher	5,966	61%

Source: Burning Glass

## Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

## Sources

O\*Net Online  
 Labor Insight/Jobs (Burning Glass)  
 Economic Modeling Specialists International (EMSI)  
 CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)  
 Statewide CTE Outcomes Survey  
 Employment Development Department Unemployment Insurance Dataset  
 Living Insight Center for Community Economic Development  
 Chancellor's Office MIS system

## Contacts

For more information, please contact:

- Doreen O'Donovan, Research Analyst, for Bay Area Community College Consortium (BACCC) and Centers of Excellence (CoE), [doreen@baccc.net](mailto:doreen@baccc.net) or (831) 479-6481
- John Carrese, Director, San Francisco Bay Center of Excellence for Labor Market Research, [jcarrese@ccsf.edu](mailto:jcarrese@ccsf.edu) or (415) 267-6544