



Program Endorsement Brief

BOOKKEEPING

North/Far North Center of Excellence
NOVEMBER 2020

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COVID-19 Statement: This report includes employment projection data by EMSI. EMSI's projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy during the projection period will be at approximately full employment or potential output. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, they may impact the projections. At this time, it is not possible to quantify the impact of COVID-19 on projections of industry and occupational employment. Other measures such as unemployment rates and monthly industry employment estimates will reflect the most recent information on employment and jobs in the state and, in combination with input from local employers, may help validate current and future employment needs as depicted here.

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Summary

The North/Far North Center of Excellence for Labor Market Research prepared this report to provide regional labor market supply and demand data related to bookkeeping occupations in the Far North region. This report focuses on one middle-skill occupation – Bookkeeping, Accounting and Auditing Clerks (43-3031).¹ This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from existing community college programs.

Key findings include:

- The Far North region held 4,691 jobs for bookkeeping professionals in 2019. Job growth is projected to stay flat over the next five years.
- Over the next five years, bookkeeping professionals are projected to have 596 annual openings in the Far North region.
- Wages for bookkeeping professionals are typically above the Far North region's living wage of \$10.89 per hour.
- Forty-eight percent of incumbent bookkeeping professionals have education consistent with community college offerings (some college or associate degrees).
- Analysis of postsecondary awards in the Far North region shows that, on average, 90 awards were issued each year between the 2017-2018 and 2019-2020 academic years.

¹ The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

Introduction

The North/Far North Center of Excellence was asked to provide labor market information for a proposed program at a regional community college. This report focuses on the following Standard Occupational Classification (SOC) occupation and code:

- Bookkeeping, Accounting and Auditing Clerks (43-3031)

A review of related programs revealed the following program(s), and Taxonomy of Programs (TOP) code(s) are appropriate for inclusion in this report:

- Accounting (0502.00)

The corresponding Classification of Instructional Programs (CIP) code(s) are:

- Accounting Technology/Technician and Bookkeeping (52.0302)

The SOC title, SOC code, and job description from the Bureau of Labor Statistics (BLS) and O*Net OnLine are shown below.

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.

Occupational Demand

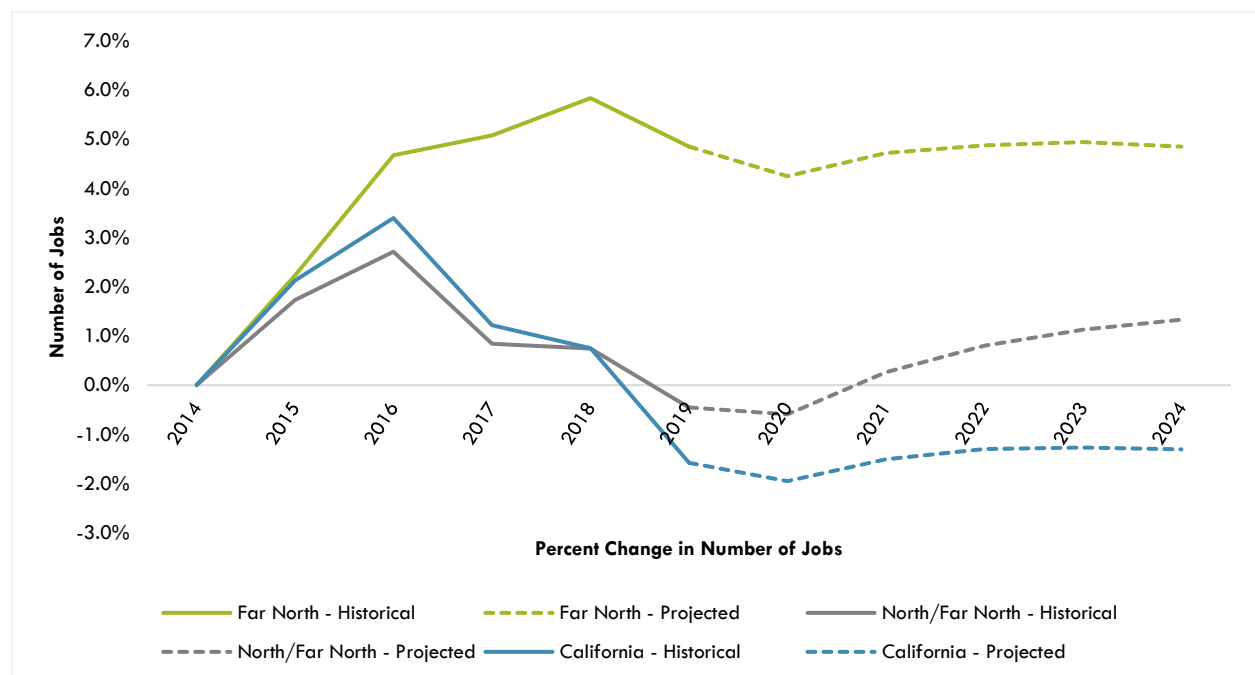
Exhibit 1 summarizes the five-year projected job growth for the selected occupation in the Far North, North/Far North, and California.

Exhibit 1. Employment and projected demand, 2019-2024

Occupation	SOC	2019 Jobs	2024 Jobs	2019-2024 Jobs Change	2019-2024 Jobs % Change	2019-2024 Annual Openings
Bookkeeping, Accounting, and Auditing Clerks	43-3031	4,691	4,691	0	0.0%	596
Far North region	TOTAL	4,691	4,691	0	0.0%	596
Bookkeeping, Accounting, and Auditing Clerks	43-3031	16,668	16,967	299	1.8%	2,119
North/Far North region	TOTAL	16,668	16,967	299	1.8%	2,119
Bookkeeping, Accounting, and Auditing Clerks	43-3031	212,080	214,712	2,632	1.2%	25,618
California	TOTAL	212,080	214,712	2,632	1.2%	25,618

Exhibit 2 compares the percent change in the number of jobs between 2014 through 2019 and the projected changes through 2024. The rate of change is indexed to the total number of jobs in 2014.

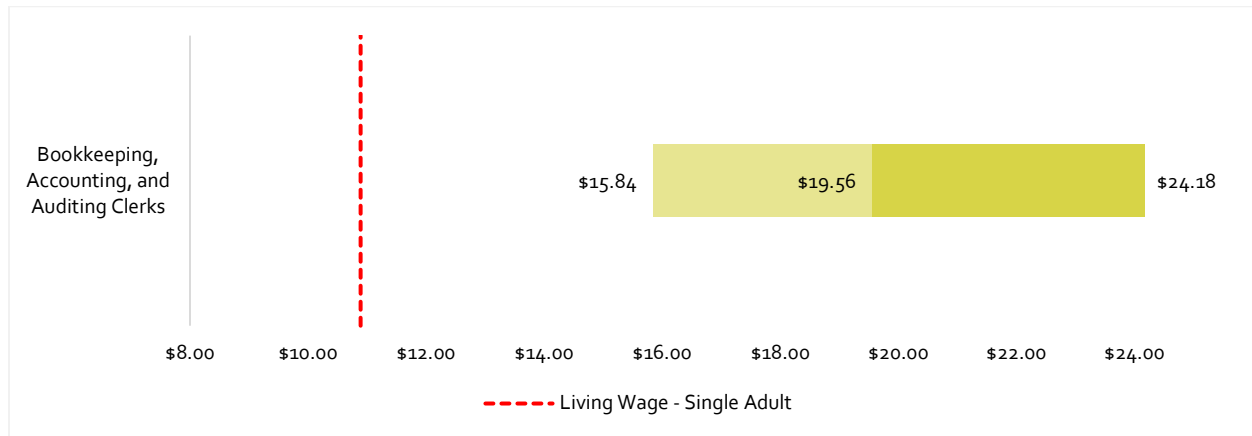
Exhibit 2. Changes in employment, 2014-2024



Wages

Exhibit 3 compares the entry-level, median, and experienced wages for the selected occupation to the Far North living wage for a single adult.²

Exhibit 3. Comparison of wages by occupation, Far North region



Job Postings

This section of the report analyzes recent data from online job postings (real-time LMI). Online job postings may provide additional insight into recent changes in the labor market that are not captured by historical data. Job postings data comes from Burning Glass Labor Insights and represents new listings posted online within the last year, from November 1, 2019, to October 31, 2020.

Occupations and Job Titles

Exhibit 4 details the number of online job postings for the selected occupation. Burning Glass identified a pool of 264 job postings for the selected occupation in the Far North region.

Exhibit 4. Number of job postings by occupation

Occupation	Job Postings	Share of Job Postings
Bookkeeping, Accounting, and Auditing Clerks (SOC 43.3031)	264	100%
Total Job Postings	264	100%

Exhibit 5 shows the top job titles with the most job postings and the share of job postings. All 264 job postings included a job title.

² Living wage is defined as the level of income a single adult with no children must earn to meet basic needs, including food, housing, transportation, healthcare, taxes, and other miscellaneous basic needs. The 25th-percentile and 75th-percentile hourly wages are used as proxy for entry-level and experienced-level wages.

Exhibit 5. Top jobs titles for selected occupation in the Far North region

Job Title	Job Postings	Share of Job Postings
Bookkeeper	28	11%
Accounting Clerk	27	10%
Accounting Technician	14	5%
Accounting Assistant	9	3%
Accounting Specialist	9	3%
Accounts Payable Specialist	7	3%
Accounts Receivable Clerk	7	3%
Account Clerk II	6	2%
Clerk I	6	2%
Account Clerk III	5	2%

Employers

Exhibit 6 shows the top employers for job postings related to the selected occupation. Please note that 36% of job posting have been excluded because they did not include an employer.

Exhibit 6. Top employers for selected occupation in the Far North region

Employer	Job Postings	Share of Job Postings
Tehama County	12	7%
Dignity Health	8	5%
Acca	5	3%
Mendocino County Office Of Education	5	3%
County Trinity	4	2%
Pacific Gas and Electric Company	4	2%
Courtesy Automotive Center	3	2%
Del Norte County Unified School District & Coe	3	2%
Shasta County	3	2%
Shasta County Office Education	3	2%

Skills and Certifications

Exhibit 7 shows the top specialized skills for the selected occupation. Please note that 11% of job posting have been excluded because they did not include a skill.

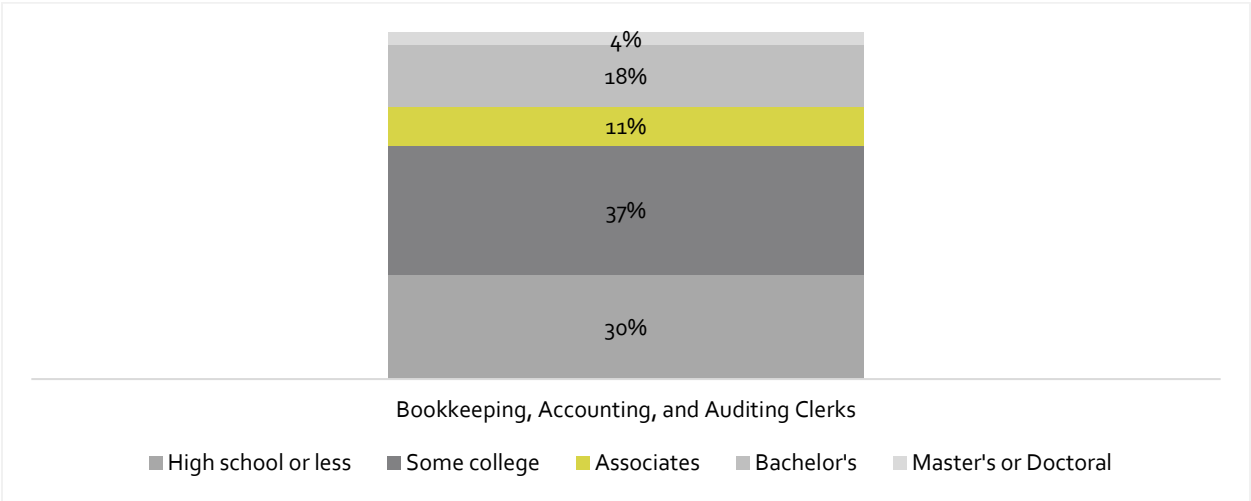
Exhibit 7. Top skills for selected occupation in the Far North region

Specialized Skill	Job Postings	Share of Job Postings
General Accounting	440	22%
General Administrative and Clerical Tasks	199	10%
Billing and Invoicing	117	6%
Basic Customer Service	109	6%
Accounting and Finance Software	99	5%
Financial Reporting	79	4%
Microsoft Office and Productivity Tools	76	4%
Accounts Payable and Receivable	67	3%

Education and Training Requirements

The U.S. Census Bureau and Bureau of Labor Statistics collects data on the level of education achieved by workers employed in occupations. Exhibit 8 shows the national-level educational attainment of the current workforce in the selected occupation.

Exhibit 8. Educational attainment for selected occupations, 2018



The Bureau of Labor Statistics (BLS) uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which the BLS publishes projections data. Exhibit 9 shows the entry-level job requirements for the selected occupation.

Exhibit 9. Typical education, training, and work experience for selected occupations

Occupation	Typical Entry-Level Education Required	Work Experience Required	Typical On-the-job Training Required
Bookkeeping, Accounting, and Auditing Clerks	Some college, no degree	None	Moderate-term on-the-job training

Educational Supply

Educational supply for an occupation can be estimated by analyzing the number of awards issued in related Taxonomy of Programs (TOP) or Classification of Instructional Programs (CIP) codes. Exhibit 10 shows the TOP and CIP codes related to the selected occupation.

Exhibit 10. Related TOP and CIP programs and codes for the selected occupations

TOP Programs and Codes	Aligned CIP Programs and Codes
Accounting (0502.00)	Accounting Technology/Technician and Bookkeeping (52.0302)

Community College Supply

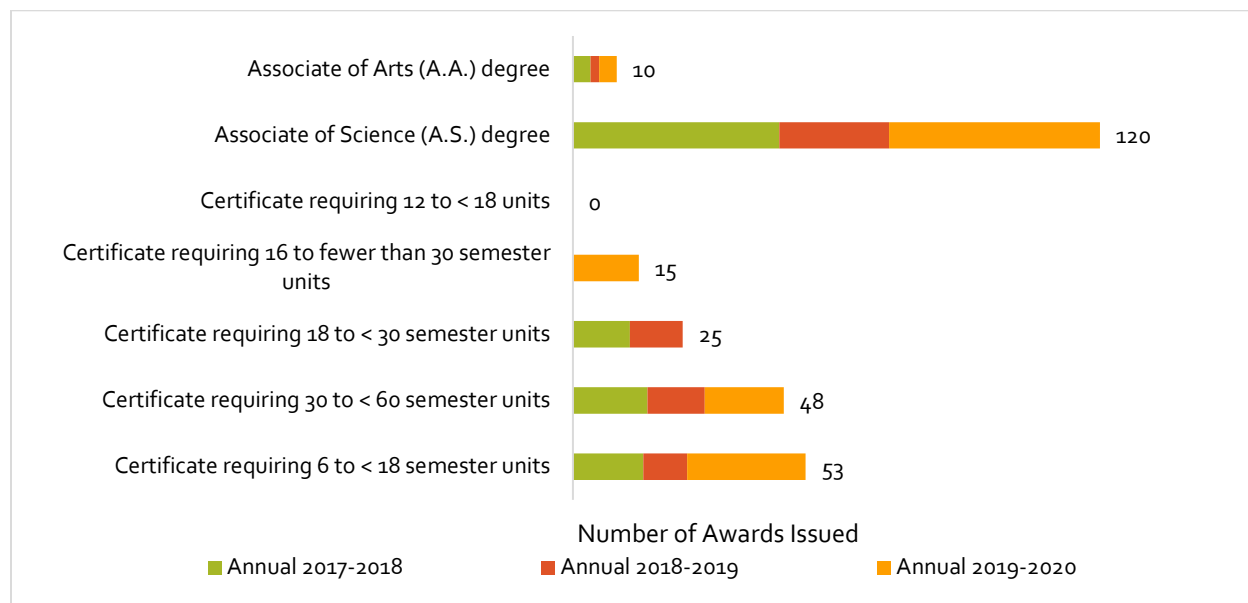
Exhibit 11 compares the average number of certificates and degrees conferred by Far North region community colleges in the selected programs over the last three academic years.

Exhibit 11. Regional community college awards (certificates and degrees), 2017-18 through 2019-20

Program	College	Annual Awards 2017-2018	Annual Awards 2018-2019	Annual Awards 2019-2020	3-Year Annual Awards Average
Accounting (0502.00)	Butte	53	30	44	42
	Lassen	0	1	0	0
	Mendocino	24	13	34	24
	Redwoods	0	0	14	5
	Shasta	16	15	15	15
	Siskiyou	4	3	5	4
Totals		97	62	112	90

Exhibit 12 shows the distribution of issued awards by type.

Exhibit 12. Regional community college awards by type, 2017-18 through 2019-20



Other Postsecondary Supply

It is crucial to consider the supply from non-community college institutions in the region that provides training for the selected occupation.

No other postsecondary training providers in the Far North region offers a program in Accounting (0502.00).

Findings

- The Far North region held 4,691 jobs for bookkeeping professionals in 2019.
- Jobs for bookkeeping professionals are projected to stay flat over the next five years.
- Over the next five years, bookkeeping professionals are projected to have 596 annual openings in the Far North region.
- Wage data shows that bookkeeping professionals tend to earn more than the subregion's living wage. Reported earnings for bookkeeping professionals range from a low of \$16 per hour for entry-level work to a high of \$24 per hour for experienced workers. The 2020 living wage for a single adult in the Far North region is \$10.89 per hour. Wage data may reflect the technical nature of the bookkeeping profession.
- According to real-time labor market information, there were 264 online job postings for bookkeeping professionals between November 1, 2019, and October 31, 2020.
- Forty-eight percent of existing bookkeeping professionals have education consistent with community college offerings (some college or associate degrees).
- Analysis of postsecondary awards in the Far North region shows that, on average, 90 awards were issued each year between the 2017-2018 and 2019-2020 academic years. The most popular award conferred was an Associate of Science degree followed by a certificate requiring six to fewer than 18-semester units.

Recommendations

- Based on a three-year average of annual awards in related Far North region programs (90 certificates and degrees) and projected yearly openings (596 openings), the region seems to have room for new training programs related to the occupation.
- The North/Far North Center of Excellence recommends moving forward with programmatic changes.

COE Recommendation		
Move forward with the program	Program is not recommended	Additional information needed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A. Methodology and Sources

Occupations in this report were identified using O*Net. This report's findings were determined using labor market data from the Bureau of Labor Statistics (BLS), U.S. Census Bureau data from Emsi, and jobs posting data from Burning Glass.

Sources used for data analysis purposes in this report include:

- U.S. Department of Labor/Employment and Training Administration (DOL ETA) O*NET Online
- Burning Glass, Labor Insight/Jobs
- Economic Modeling Specialists, International (EMSI)
- California Employment Development Department, Labor Market Information Division (EDD, LMID)
- Bureau of Labor Statistics, Occupational Employment Statistics (OES)
- California Community Colleges Chancellor's Office, Cal-PASS Plus LaunchBoard
- Living Insight Center for Community Economic Development, Self-Sufficiency Standard Tool for California
- California Community Colleges Chancellor's Office Management Information Systems (MIS Data Mart)
- U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS)

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