



## **Bookkeeping (TOP 0502.00)**

**June 2024**

**Prepared by the South Central Coast Center of Excellence for  
Labor Market Research**

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### **Program Recommendation**

This report was compiled by the South Central Coast<sup>1</sup> Center of Excellence to provide regional labor market data for the program recommendation – Bookkeeping. This report can help determine whether there is demand in the local labor market that is not being met by the supply from programs of study that align with this occupation (Bookkeeping, Accounting, and Auditing Clerks).

### **Key Findings**

- In 2022, there were 8,060 jobs for Bookkeeping, Accounting, and Auditing Clerks in the South Central Coast Region.
- This number is expected to increase by 2% through 2027.
- Projections show approximately 1,250 annual openings in the region. There were 563 awards conferred in one relevant community college program and one non-community college program, indicating an undersupply.
- According to the Bureau of Labor Statistics, Bookkeeping, Accounting, and Auditing Clerks, typically require some college, no degree.

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<sup>1</sup> The South Central Coast Region consists of San Luis Obispo County, Santa Barbara County, Ventura County, and the following cities from North Los Angeles County: Canyon Country, Castaic, Lake Hughes, Lancaster, Littlerock, Llano, Newhall, Palmdale, Pearblossom, Santa Clarita, Stevenson Ranch, and Valencia.

## Occupation Codes and Descriptions

There is one occupation in the standard occupational classification (SOC) system that was identified for this analysis. The occupation title and description, as well as reported job titles, are included in Exhibit 1.

**Exhibit 1 – Occupation, Description, and Sample Job Titles**

SOC Code	Title	Description	Sample of Reported Job Titles
43-3031	<b>Bookkeeping, Accounting, and Auditing Clerks</b>	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.	Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

Source: O\*NET Online

**Current and Future Employment**

In the South Central Coast region, the number of jobs for Bookkeeping, Accounting, and Auditing Clerks is expected to increase 2% through 2027. Approximately 1,250 annual openings are expected through 2027.

**Exhibit 2 – Five-Year Projections for Bookkeeping, Accounting, and Auditing Clerks in the South Central Coast Region**

SOC	Occupation	2022 Jobs	2027 Jobs	2022-2027 Change	2022-2027 % Change	Annual Openings
43-3031	Bookkeeping, Accounting, and Auditing Clerks	8,060	8,224	164	2%	1,250
		<b>8,060</b>	<b>8,224</b>	<b>164</b>	<b>2%</b>	<b>1,250</b>

Source: Lightcast™ Analyst 2023

**Earnings**

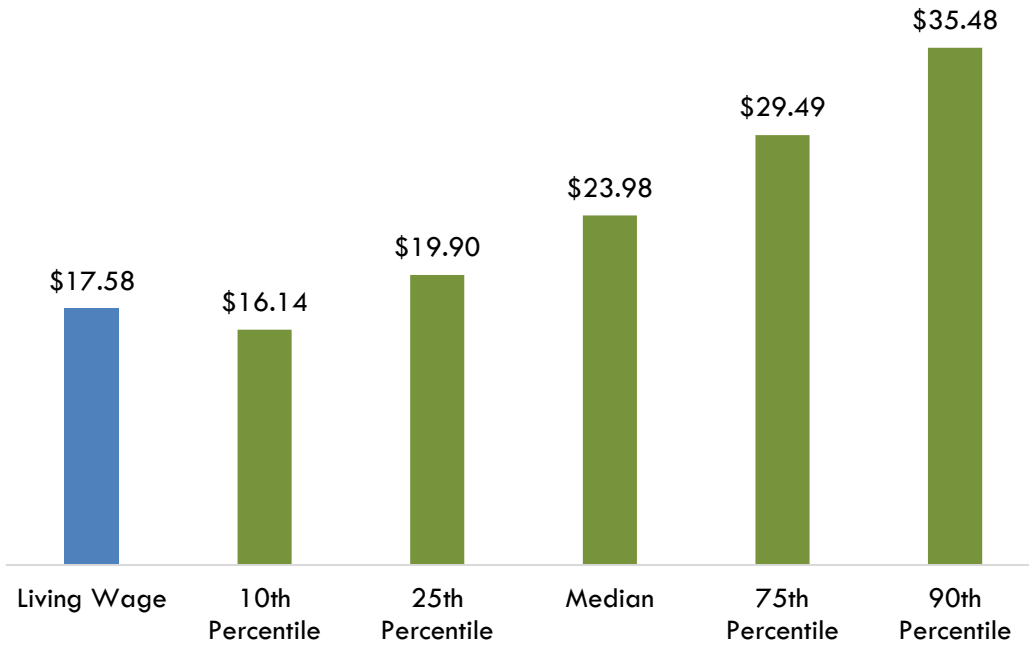
Exhibit 3 contains hourly wages for the occupation of interest. Entry-level hourly earnings are represented by the 25<sup>th</sup> percentile of wages, median hourly earnings are represented by the 50<sup>th</sup> percentile of wages, and experienced hourly earnings are represented by the 75<sup>th</sup> percentile of wages, demonstrating various levels of employment.

**Exhibit 3 – Earnings for Bookkeeping, Accounting, and Auditing Clerks in the South Central Coast Region**

SOC	Occupation	Entry-Level Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings
43-3031	Bookkeeping, Accounting, and Auditing Clerks	\$19.90	\$23.98	\$29.49

Source: Lightcast™ Analyst 2023

**Exhibit 3b – Earnings for Bookkeeping, Accounting, and Auditing Clerks  
in the South Central Coast Region**



Source: Family Needs Calculator (Living wage is based on Single Adult households with no children); Lightcast™ Analyst 2023

## Employer Job Postings

In this research brief, real-time labor market information is used to provide a more nuanced view of the current job market, as it captures job advertisements for the occupation relevant to the field of study. Employer job postings are consulted to understand who is looking for professionals in a given field, and what they are looking for in potential candidates. To identify relevant job postings, the following occupation was used:

43-3031 Bookkeeping, Accounting, and Auditing Clerks

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## Top Occupations

Over the past 12 months, there have been 1,021 employer job postings for Bookkeeping, Accounting, and Auditing Clerks.

**Exhibit 4 – Job Postings by Occupation**

SOC Code	Occupation	Job Postings, Last 12 months
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,021
	<b>Total</b>	<b>1,021</b>

Source: Lightcast™ Analyst 2023

## Top Titles

The top job titles for employers posting ads for Bookkeeping, Accounting, and Auditing Clerks are listed in Exhibit 5.

**Exhibit 5 – Job Titles**

Title	Job Postings, Last 12 months
Bookkeepers	135
Accounting Clerks	85
Accounts Payable Specialists	67
Accounting Technicians	58
Accounting Assistants	55
Accounts Receivable Specialists	50
Full Charge Bookkeepers	45
Accounts Payable Clerks	31
Accounting Specialists	31
Accounts Payable/Accounts Receivable Clerks	23

Source: Lightcast™ Analyst 2023

## Top Employers

Exhibit 6 lists the major employers hiring professionals in the field of interest. The top employer posting job ads was Guitar Center Stores. The top worksite cities for this occupation were Ventura, Thousand Oaks, Santa Barbara, Simi Valley, and Oxnard.

**Exhibit 6 – Top Employers**

<b>Employer</b>	<b>Job Postings, Last 12 months</b>
Guitar Center Stores	10
Haas Automation	9
CBIZ	9
Santa Barbara City College	8
University of California	8
Solutions Bookkeeping	8
Bookkeeping Solutions	7
Papich Construction	7
People Creating Success	7
Ledger And Co	7

Source: Lightcast™ Analyst 2023

## Skills

The tables in Exhibit 7 list employers' most commonly requested skills in job postings related to Bookkeeping, Accounting, and Auditing Clerks. Accounting is the most sought-after specialized skill for employers. Detailed oriented was the most requested baseline skill. Microsoft Excel was the most requested software and programming skill.

**Exhibit 7 – Specialized Skills**

<b>Skills</b>	<b>Job Postings, Last 12 months</b>
Accounting	731
Accounts Payable	585
Invoicing	498
Accounts Receivable	479
Bookkeeping	458
Financial Statements	311
Data Entry	246
QuickBooks (Accounting Software)	234
Auditing	212
Accounting Software	182

Source: Lightcast™ Analyst 2023

### Exhibit 7b – Baseline Skills

Skills	Job Postings, Last 12 months
Detail Oriented	406
Communication	368
Microsoft Excel	267
Management	243
Customer Service	210
Microsoft Office	209
Filing	209
Organizational Skills	203
Clerical Works	168
Collections	154

Source: Lightcast™ Analyst 2023

### Exhibit 7c – Software and Programming Skills

Skills	Job Postings, Last 12 months
Microsoft Excel	267
QuickBooks (Accounting Software)	234
Microsoft Office	209
Accounting Software	182
Spreadsheets	109

Source: Lightcast™ Analyst 2023

## Education and Training

Exhibit 8 shows the typical entry-level education requirement for Bookkeeping, Accounting, and Auditing Clerks, along with the typical on-the-job training needed to attain competency in the occupation.

**Exhibit 8 – Education and Training Requirements**

SOC	Occupation	Typical entry-level education	Typical on-the-job training
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Some College, No Degree	Moderate-term

Source: Bureau of Labor Statistics Employment Projections (Educational Attainment)

## Regional Completions and Openings

Between 2020 and 2023, there were 563 awards conferred in the South Central Coast region aligned with the programs that have historically trained for the occupation of interest.

**Exhibit 9 – Three-Year Average of Awards Conferred in the Region**

TOP/CIP Code	Program	3-Year Average (2020-2023)
0502.00	Accounting	561
52.0302	Accounting Technology/Technician and Bookkeeping	2
	<b>Average</b>	<b>563</b>

Source: Datamart and IPEDS

## CCC Awards

Exhibit 10 shows the average number of awards granted by community colleges within programs historically dedicated to training for Bookkeeping, Accounting, and Auditing Clerks.

**Exhibit 10 – CCC Awards in the South Central Coast Region, 2020-2023 Average**

CCC Programs	3-Year Average
Allan Hancock	28
Antelope Valley	20
Canyons	304
Cuesta	24
Moorpark	41
Santa Barbara	24
Ventura	120

Source: DataMart, 2023



**Sources**

O\*Net Online, Lightcast™ Analyst 2023, MIT Living Wage Calculator, Bureau of Labor Statistics (BLS) Education Attainment, California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, CTE LaunchBoard, Statewide CTE Outcomes Survey, Employment Development Department Unemployment Insurance Dataset

**Notes**

Data included in this analysis represent the labor market demand for relevant positions most closely related to Bookkeeping. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information captures job post advertisements for occupations relevant to the field of study and can signal demand and show what employers are looking for in potential employees, but is not a perfect measure of the quantity of open positions. All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.