

# Accounting Paraprofessional

## About my job:

As an accounting paraprofessional, I carry out a variety of financial duties including gathering data, calculating fees and charges, formulating billing invoices and maintaining accounting records. Individuals in this career field may also be certified to prepare tax returns.



## What makes my job great?

### Job growth:

Rapid growth is projected for my job, as much as 10 percent in the next 10 years.

### Short-term training:

Many of the employers hiring in this field prefer that applicants have earned an associate degree.

### Good pay:

Currently, entry-level positions in the Cleveland-Elyria-Mentor area start off around \$11.15 per hour. (That means 50 percent earn less than this number, and the other 50 percent earn more.)

### Benefits:

Most accounting paraprofessionals work full time, with benefits that may include:

- Health care
- Dental
- Paid vacation

## What I do every day:

- Use accounting software to record, store and analyze information
- Check figures, postings and documents for accuracy
- Summarize financial data to keep financial records, using journals, ledgers and computers
- Debit, credit and total accounts on spreadsheets and databases
- Operate 10-key calculators
- Receive, record and bank cash, checks and vouchers
- Comply with all government and company policies
- Compile statistical, financial, and accounting reports including cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Code documents according to company procedures
- Reconcile and report discrepancies found in records

# How can you become an accounting paraprofessional?



## Academic/training credentials:

Most employers require an associate degree in accounting.

## Work experience/internships:

Employers may require training in vocational schools. An internship or apprenticeship experience is typically preferred.

## Skills and requirements:

- Excellent command of English language
- Advanced mathematics classes
- Customer service
- Familiarity with computers/electronics
- Excellent reading and writing comprehension
- Excellent decision-making skills
- Well-developed interpersonal and communication skills
- Skilled at processing information
- Comfortable performing administrative activities

## Where you can find jobs:

- Online job boards
- Career fairs
- Networking
- Social media (LinkedIn, Facebook, Twitter)
- Department of Career Services at colleges

## Potential job titles:

- Accounts payable clerk
- Accounts receivable clerk
- Accounting assistant
- Billing clerk
- Billing coordinator
- Office manager
- Tax preparer

## Potential local employers:

- Accounting Associates
- Accounting Solutions
- Continental Bookkeeping
- H&R Block
- KLZ Financial Services Incorporated
- Revenue Assistance
- SE Management Inc.
- CPA firms
- Cardinal Credit Union
- Other businesses



# Local educational opportunities

## Two-year institutions:

- Lakeland Community College: Associate of Applied Business in Accounting

## Four-year institutions:

- Holden University Center of Lakeland Community College/  
Franklin University: Bachelor of Science in Accounting and Forensic Accounting.



## Technical prep:

- Lakeshore Compact College Tech Prep Marketing and Business Administration
- Excel TECC Tech Prep Business and Administration
- Auburn Career Center Business Management Technology



## Coursework per educational entity:

**Secondary pathway:**  
Finance

**Postsecondary program:**  
Accounting  
An Example of Course with Secondary and Postsecondary Credits

Secondary	7	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations		
	8								
	9	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Finance Foundations	World Languages	
	10								
Postsecondary	11	English III	Algebra II	Chemistry	U.S. History	Financial Accounting	Corporate Finance	World Languages	
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Management Principles	Finance Capstone		
	Year 1 1st Semester	English	Algebra	Financial Accounting	Software Applications	Micro-economics			
	Year 1 2nd Semester	Public Speaking	Business Statistics	Intro to Managerial Accounting	Macro-economics	Computer Accounting Systems			
Postsecondary	Year 2 1st Semester	Intermediate Accounting I	Cost Accounting	Federal Taxes	Intro to Business	Marketing Management	Natural/Physical Science		
	Year 2 2nd Semester	Intermediate Accounting II	Managerial Accounting & Finance	Auditing	Business Law	Accounting Elective	Arts & Humanities Elective		
High School Career-Technical Education Program Courses									
High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses									
Required Courses									
Recommended Electives									
<small>Visit <a href="http://education.ohio.gov/CareerConnections">education.ohio.gov/CareerConnections</a> for reference information. Course titles and sequences will vary between schools.</small>									
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Ohio Department of Education</p> </div> <div style="text-align: center;"> <p>Ohio MEANS Jobs</p> </div> <div style="text-align: center;"> <p>Ohio Board of Regents University System of Ohio</p> </div> </div>									

# How can I grow my career?



## Where could I focus or specialize in my career?

### Corporate Industry Sector

- Accountant
- Senior accountant
- Accounting manager
- Controller
- Chief financial officer

### Public Industry Sector

- Auditor
- Senior auditor
- Auditing manager
- Partner/principal

## The career ladder



### Sources/References:

- Ohio Means Jobs, Bureau of Labor Statistics – Occupational Outlook Handbook
- O\*Net Online-Summary Report, Ohio Labor Market and Finance 2013 Information
- The Robert Half Salary Guide for Accounting
- CareerOneStop