

# My Career in Accounts Technology - Certificate



With a *Certificate in Accounts Technology*, graduates may have the possible *career options* of the following:

- Accounts clerk
- Payroll clerk
- Cost clerk
- Accounting and Bookkeeping clerk

NB: The job titles may vary from one organization to another; however, the tasks executed are very similar from one title to another and hence they have been combined.

### **Accounting Clerks**

The job descriptions and job a specification for this career path is as follows:

#### **Career Overview**

Responsible for computing, classifying and recording daily financial records as well as performing a combination of routine calculating, posting and verifying duties to obtain primary financial data in maintaining accounting records.

#### **Typical Duties:**

- Make numerous daily computations to update and maintain accounting records.
- Verify and enter company transactions into ledgers.
- Compile data from cashiers and prepare bank deposits.
- Prepare reports and summaries.
- Manages various payroll duties.
- Prepare invoices for billing and calculate expenditures.
- Track and oversee overdue accounts and refer such to collection.
- Send cash, cheques and other forms of payments to bank and creditors.

### **Typical Duties Cont'd:**

- Post debits and credits, details of transactions, total and compute interest charges
- Stay current with tax and accounting rules.
- Prepare and submit tax, pension contribution forms and other government documents and payments.
- Use computers to input data.

### **Work Environment**

Accounting clerks generally work a regular 40-hour week with the occasional need for overtime to meet company financial deadlines. Work may be in a variety of office settings depending on the size and nature of the business.

### **Qualifications and Licenses**

While some on-the-job training is provided, entrants require basic certification in clerical, bookkeeping and accounting procedures and this may be acquired through SJPP, CXC or C/NVQ's.

### **Essential Qualities and Skills**

- ❖ Good reading and mathematical comprehension
- ❖ Good oral and written communication skills
- ❖ Ability to think critically with social perceptiveness
- ❖ Active learning and listening abilities
- ❖ Ability to focus and be detail oriented
- ❖ Near vision
- ❖ Ability to order information
- ❖ Confidential and problem sensitivity
- ❖ Deductive reasoning
- ❖ Good clerical and customer service skills

**References**

Barbados Standard Occupational Classification, Minor Group 412 section 4121, page 118 – Government of Barbados, Ministry of Employment, Labour Relations and Community Development (1990)

<http://job-descriptions.careerplanner.com/bookkeeping-accounting-and-auditing-clerks.cfm>

Retrieved March 20, 2016

<http://www.americasjobexchange.com/bookkeeping-clerk-job-description> Retrieved March 20, 2016