

Accounting Technicians & Bookkeepers

AGRICULTURE
NOC 1311



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WHO ARE THEY?



Accounting technicians and bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

They are employed throughout the private and public sectors, or they may be self-employed.

MAIN DUTIES



Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements

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Calculate and prepare cheques for payrolls and for utility, tax and other bills

Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents

Prepare tax returns and perform other personal bookkeeping services
Prepare other statistical, financial and accounting reports.



EMPLOYMENT REQUIREMENTS

Completion of secondary school is required.

Completion of a college program in accounting, bookkeeping or a related field
or

Completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting)
or

Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.





Four County
Labour Market Planning Board

Serving Bruce Grey Huron Perth

Source: Statistics Canada 2011