

Bookkeeper

Keep a business's money records straight. Fast to learn, steady demand, and you can work for yourself.

TYPICAL PAY

\$58,000

a year, full time

PAY RANGE

\$41k to \$94k

starting to experienced

TIME TO QUALIFY

up to 2 years

after high school

DEMAND

Good

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

Small businesses, accounting firms, non-profits, home office

How you get there

- 1 High school** Grade 12
Accounting, math and business courses. A high school diploma is the only hard requirement.
- 2 Certificate or diploma** 0 to 2 years
A 1-year bookkeeping certificate (Conestoga's is fully online) or a 2-year accounting diploma. Some skip this and start as a clerk.
- 3 First job** Right after
Accounts payable or receivable clerk, payroll clerk, or junior bookkeeper at a small firm.
- 4 Learn the software and the rules** 1 to 2 years
QuickBooks, Sage or Xero, plus sales tax, payroll deductions and year-end. This is where you become useful.
- 5 Optional certification** After a few years
The CPB (Certified Professional Bookkeeper) designation from CPB Canada, or a payroll designation from the National Payroll Institute.

Pros and cons

- + Cheap, fast training
- + Steady demand in every town
- + Remote and part-time friendly
- Modest pay unless you build a practice
- Repetitive, detail-heavy work
- Software automation is eating the simplest tasks

Good to know

Half the workforce is over 50

Job Bank reports that 51% of bookkeepers in Canada are aged 50 and over. That is one of the oldest workforces on this site, which means a wave of retirements and openings.

Good prospects almost everywhere

Job Bank rates the 3-year outlook as good in Ontario, Alberta, Saskatchewan and all four Atlantic provinces, and very good in Quebec and the Northwest Territories.

Optional boosts

Payroll designation. CPB (Certified Professional Bookkeeper). Personal tax preparation. Bridge to CPA (Chartered Professional Accountant).

Where these numbers come from

Job Bank: Bookkeeper, wages (updated Nov 2025)

Job Bank: Bookkeeper, employment requirements

Job Bank: Bookkeeper, outlook

Conestoga College: Bookkeeping certificate (fees)

Numbers checked September 2026. Pay figures are typical full-time annual amounts in Canadian dollars, based on Government of Canada Job Bank wage data and published salary grids. They vary by province, employer and experience. Tuition is for domestic students. Sources, links and the click-through version: <https://career.help/ca/careers/bookkeeper>



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