

Bookkeeper

Keep a business's money records straight so the owner, the bank and the tax office all see the same numbers.

TYPICAL PAY

\$50,670

a year, full time

PAY RANGE

\$36k to \$75k

starting to experienced

TIME TO QUALIFY

up to 2 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

Small businesses, accounting firms, nonprofits, working from home

How you get there

- 1 High school diploma** Grade 12
 Take accounting, business and any spreadsheet course offered. That is genuinely enough to get a first clerk job.
- 2 Certificate or associate degree** 1 to 2 years
 A community college bookkeeping certificate takes about a year; an associate degree in accounting takes two and transfers toward a four year degree later.
- 3 Learn the software** Weeks
 Employers advertise for specific packages by name. Vendor certifications are short and cheap.
- 4 First job and real experience** 1 to 2 years
 Clerk work in accounts payable, receivable or payroll. Two years here is what certification bodies want to see.
- 5 Certification, if you want it** A few months of study
 Optional, but it lets you charge more and is a selling point with your own clients.

Pros and cons

- + Start with little or no debt and no degree
- + Very remote friendly and easy to do part time
- + Every business in the country needs it
- Pay flattens out without more qualifications
- Automation is steadily shrinking the routine clerk work
- Repetitive, and mistakes are unforgiving

Optional boosts

Payroll. Cloud accounting software. Sales tax compliance. Nonprofit fund accounting.

Good to know

Double-entry bookkeeping is over 500 years old

The system every business still uses, where each entry hits two accounts, was written down by an Italian friar named Luca Pacioli in 1494. The logic has not changed since.

Software is cutting the jobs but not the openings

Bank feeds and receipt scanning have removed most of the typing, so the number of clerk positions is shrinking. Because the workforce is large and older, there are still plenty of openings each year as people...

Where these numbers come from

My Next Move: Bookkeeping, Accounting, and Auditing Clerks
 American Institute of Professional Bookkeepers
 National Association of Certified Public Bookkeepers
 Austin Community College District

Numbers checked September 2026. Pay figures are typical full-time annual amounts in United States dollars, based on Bureau of Labor Statistics wage data and published pay scales. They vary by state, employer and experience. Tuition is for in-state students at public schools unless the card says otherwise. Sources, links and the click-through version: <https://career.help/us/careers/bookkeeper>



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