

There are many promising occupations in bookkeeping, one of the most stable and flexible occupations. Prepare yourself for the growing career opportunities as a bookkeeper.

Bookkeepers may work in business, industry, government, the non-profit sector, or become self-employed.

On the job, bookkeepers perform some or all of the following duties:

- keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems
- post journal entries and reconcile accounts, prepare a trial balance of books, maintain general ledgers, and prepare financial statements
- calculate and prepare cheques for payrolls and for utility, tax, and other bills
- complete and submit tax remittance forms, workers' compensation forms, and pension contribution forms and other government documents
- prepare tax returns and perform other personal bookkeeping services
- prepare other statistical, financial, and accounting reports

MORE INFORMATION

Programs

Accounting Certificate (1 yr)
 Mount Saint Vincent University
www.msvu.ca

Business Administration Certificate (1 yr)
 Acadia University – www.acadiau.ca
 Mount Saint Vincent University – www.msvu.ca

Computerized Business Accounting Diploma
 Centre for Distance Education – www.msvu.ca

Professional Organizations

The Canadian Bookkeepers Association
www.c-b-a.ca

Chartered Accountants of Canada
www.cica.ca

The Canadian Payroll Association
www.payroll.ca

Career and Job Prospects

Nova Scotia Career and Labour Market Information
 For up-to-date information visit
www.novascotiacaereroptions.ca

Job Futures

Canada's National Career and Education Planning Tool
www.jobfutures.ca

Human Resources and Skill Development

National Occupational Classification (NOC)
www23.hrdc-drhc.gc.ca

NOC Code Search
 Bookkeepers: 1231



Career Pathways Series

BOOKKEEPERS



Information for High School Students

PERSONAL SKILLS

NEEDED

To work in this field, your work must be accurate. People who succeed have skills and abilities that include the following:

- > attentive to detail
- > good mathematical skills
- > good interpersonal and communication skills
- > dependable and reliable
- > co-operative and able to work as part of a team



WHERE THEY

WORK

Centres with higher populations have more opportunities for bookkeepers. However, there are opportunities for bookkeepers wherever there is any type of employment.

Offices and people in many fields need bookkeepers, and so this occupation is not particularly vulnerable to economic downturns. This is a large occupational group in Nova Scotia. Many bookkeepers work part time.

Organizational and technological change affects this occupation. As offices are more automated, bookkeepers become more efficient. It is now common for one bookkeeper to provide services to several organizations. Many people in this occupation are considered self-employed.

WHAT THEY

EARN

Average hourly income: \$15.00
Minimum: \$8.60
Maximum: \$28.00



REQUIRED

COURSES

High School

There are different requirements for different certificates and diplomas. Most programs, including Bachelor of Business Administration, require grade 12 academic English and mathematics. Some programs emphasize your ability to be accurate, organized, and detailed.

Post Secondary

To enter a university diploma program in accounting, you must either be working in some related field of business, or have completed at least five units of university study.

What is the difference between bookkeepers and accountants?

Bookkeeping is one field of accounting. Bookkeepers must complete a college diploma or the first level of a recognized professional accounting program.

There are several accredited fields of accounting. A Chartered Accountant (CA), for example, must complete a bachelor's degree and a training program approved by the Institute of Chartered Accountants, and be accredited by the Institute of Chartered Accountants.

Men and women can work successfully as bookkeepers. Employment in this occupation is stable with relatively low turnover. There are also some opportunities for people who want to start their own business providing bookkeeping services to individuals and small businesses.