

Career Focus on...

# *Accounts Payable/ Accounts Receivable*

## Introduction

- Are you interested in a short-term program that will get you started in business?
- Do you like following set procedures and guidelines?
- Do you have a strong attention to detail?
- Do you have good communication skills?

If you answered “yes” to these questions, you may want to consider a career in Accounts Payable/Accounts Receivable (AP/AR).

## Did You Know... ?

- Employment of bookkeeping, accounting, and auditing clerks is expected to grow 14 percent from 2010 to 2020. In response to the recent financial crisis, investors will pay increased attention to the accuracy of corporate books. Stricter regulation in the financial sector will create demand for accounting services, creating opportunities for accounting clerks.
- QCC's 15-week AP/AR certificate is stackable, offering the flexibility to enter the workforce upon completion, or pursue additional education leading to a certificate as a Full-Charge Bookkeeper, or an associate degree in Business Administration, and more!

## AP/AR Certificate @ QCC

The AP/AR Certificate focuses on the accounting skills – manual and computerized – needed in business for Accounts Payable and Accounts Receivable clerks. Upon completion of this certificate, students will be prepared for entry-level Accounts Payable and Accounts Receivable positions in all varieties of businesses, and may continue their education to become certified bookkeepers and/or pursue an Associate Degree in Business Administration.

Upon completion of the program, graduates will be able to:

- Analyze, calculate, and report financial information accurately and in a timely manner.
- Demonstrate proficiency in both manual and automated accounts payable and accounts receivable accounting systems.
- Use the Microsoft Office Suite and QuickBooks Software effectively.
- Demonstrate knowledge of a broad overview of business ownership, administrative processes, and basic management and marketing concepts.

## Career Options

### **BILLING & POSTING CLERK**

Median Annual Salary: \$33,450

Recommended Education: High School (H.S.) diploma, plus some post-secondary training  
[www.onetonline.org/link/summary/43-3021.02](http://www.onetonline.org/link/summary/43-3021.02)

### **FINANCIAL CLERK**

Median Annual Salary: \$34,960

Recommended Education: High School (H.S.) diploma, plus some post-secondary training  
[www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm](http://www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm)

## Worcester Area Employers

- BOSE
- Christopher House
- FIBA Technologies
- Quinsigamond Community College
- Shrewsbury Nursing and Rehabilitation Center

## Professional Associations

- American Institute of Professional Bookkeepers:  
[www.aipb.org](http://www.aipb.org)
- National Bookkeepers Association:  
[www.nationalba.org](http://www.nationalba.org)

## Next Steps

Wondering if AP/AR @ QCC is right for you?

- Take a Career Assessment to match your interests with potential careers:  
[www.qcc.mass.edu/t3/ort/sites.html#careerassess](http://www.qcc.mass.edu/t3/ort/sites.html#careerassess)
- Research the web links on this *Career Focus* page, as well as links suggested online under Career Information: [www.qcc.mass.edu/t3/ort/sites.html#careerinfo](http://www.qcc.mass.edu/t3/ort/sites.html#careerinfo)
- Conduct an Informational Interview with someone employed in the field. For more information on how to do this, review the Informational Interview links online:  
[www.qcc.mass.edu/t3/ort/sites.html#infointerview](http://www.qcc.mass.edu/t3/ort/sites.html#infointerview)
- Attend a Career Planning Session. For more information, and the current schedule, visit Career Academic Personal Success (CAPS) online:  
[www.QCC.edu/services/academic-advising/career-academic-personal-success](http://www.QCC.edu/services/academic-advising/career-academic-personal-success)
- Speak with an Advisor:  
[www2.qcc.mass.edu/advising/](http://www2.qcc.mass.edu/advising/)
- Speak with QCC Faculty who teach AP/AR courses.

## Sources Used

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Employment Statistics, 2012 Edition*:

- Billing and Posting Clerks:  
[www.bls.gov/oes/current/oes433021.htm](http://www.bls.gov/oes/current/oes433021.htm)

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-2015 Edition*:

- Financial Clerks:  
[www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm](http://www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm)

O\*NET Online:

- 43-3021.02 - Billing, Cost, and Rate Clerks:  
[www.onetonline.org/link/summary/43-3021.02](http://www.onetonline.org/link/summary/43-3021.02)

Quinsigamond Community College, Online Course Catalog:

- Accounts Payable/Accounts Receivable Certificate:  
[www.QCC.edu/academics/business/accounts-payableaccounts-receivable](http://www.QCC.edu/academics/business/accounts-payableaccounts-receivable)

## Employment, Co-op, Internship, or Service Learning Opportunities

Contact the Career Placement Services Office:  
[www.QCC.edu/services/career-placement-services](http://www.QCC.edu/services/career-placement-services)

## Specific Transfer Information

- Start at the QCC Transfer web site:  
[www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)
- Make an appointment online with the Transfer Advisor:  
[www.qcc.mass.edu/transfer/calendar](http://www.qcc.mass.edu/transfer/calendar)
- Email questions to:  
[transfer@qcc.mass.edu](mailto:transfer@qcc.mass.edu)

*Quinsigamond Community College is part of the Massachusetts Community Colleges and Workforce Development Transformation Agenda, which brings together Massachusetts' 15 community colleges, the Commonwealth's adult basic education and workforce development systems, career centers and industry stakeholders to change the way education and skills training are delivered and to prepare dislocated and under-skilled workers for the emerging, knowledge-based economy. As part of the initiative, Quinsigamond Community College supports students along efficient career pathways by helping them attain degrees, certificates and industry recognized credentials through accelerated programs linked closely to industry need. The statewide initiative is supported by a \$20 million, three-year grant from the United States Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-22505-11-60-A-25.*