

Career Focus on...

Full Charge Bookkeeper

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 as a Full Charge Bookkeeper (FCBK).

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 FCBK certificate is stackable, offering the flexibility to enter the workforce upon completion, or pursue additional education leading to an Associate's degree in Business Administration, and more!

Full Charge Bookkeeper Certificate @ QCC

The Full Charge Bookkeeper Certificate focuses on the accounting skills, knowledge, certification and practical experience needed in business. Upon graduation, students will be prepared for entry-level full charge bookkeeper positions in a variety of business settings and may move seamlessly into the Associate in Science in Business Administration degree program.

Upon completion of the program graduates will be able to:

- Adjust entries
- Correct errors, including the bank reconciliation
- Calculate depreciation, book and tax, including passenger autos
- Manage payroll
- Manage inventory under the perpetual and periodic systems, including moving and weighted average, LIFO, FIFO and LCM costing.

Career Options

BOOKKEEPER

Median Annual Salary: \$35,170

Recommended Education: High School (H.S.) diploma and Post-Secondary Training or Certification

www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm

PROCUREMENT 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

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
- National Bookkeepers Association:
www.nationalba.org

Next Steps

Wondering if Full-Charge Bookkeeper is right for you?

- Take a Career Assessment to match your interests with potential careers:
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
- 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
- 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
- Speak with an Advisor:
www2.qcc.mass.edu/advising/
- Speak with QCC Faculty who teach full-charge bookkeeper courses.

Sources Used

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

- Bookkeeping, Accounting, and Auditing Clerks:
www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm
- Financial Clerks:
www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm

O*NET Online:

- 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks:
www.onetonline.org/link/summary/43-3031.00
- 43-3061.00 - Procurement Clerks:
www.onetonline.org/link/summary/43-3061.00

Quinsigamond Community College, Online Course Catalog:

- Full Charge Bookkeeper Certificate:
www.QCC.edu/academics/business/full-charge-bookkeeper-certificate

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

Contact the Career Placement Services Office:
www.QCC.edu/services/career-placement-services

Specific Transfer Information

- Start at the QCC Transfer web site:
www.qcc.mass.edu/transfer
- Make an appointment online with the Transfer Advisor: www.qcc.mass.edu/transfer/calendar
- Email questions to:
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.