

Career Focus on...

Accounting Assistant/ Finance Assistant

Introduction

- Are you interested in learning how to manage money, keep track of legal and financial obligations, and use computers for business?
- Do you have good communication skills, organizational knowledge, and a detail-oriented mind?
- Would you like a career in a field that's vital to both the public and the private sector?

If you answered "yes" to these questions, you may want to consider a career as an Accounting Assistant or Finance Assistant.

Did You Know...?

- Financial and accounting work is essential to any business, government agency, or nonprofit. A background in finance or accounting can lead to careers in dozens of different industries.
- Accounting and finance skills are highly transferable and portable; they can be used in a variety of settings and environments. A background in finance or accounting can allow many flexible career options and great work mobility.
- The Finance and Accounting Certificates allow for either immediate entry into the workforce or transfer into the Administrative Professional Option in Business Administration Career Associate Degree program.

Accounting Assistant--Finance Assistant @ QCC

The Accounting Assistant/Finance Assistant certificate program at QCC prepares students for entry-level work in a modern business environment. Graduates may enter the workforce in a finance/accounting capacity or may choose to pursue an Associate Degree in Business Administration.

The program lasts two semesters. Students take classes on the basics of accounting, the uses of computers and technology in the workplace, English Composition, Personal Financial Planning, federal tax laws, and Computerized Accounting. In addition, students must also take two Business electives.

The Finance/Accounting program offers graduates a certificate. Some students may wish to further their studies with an Associate's Degree in Business Administration. All applicants to the Accounting Assistant/Finance Assistant Program must have a high school diploma or GED.

Career Options

BOOKKEEPING, ACCOUNTING, OR AUDITING CLERK

Median Annual Salary: \$34,030

Recommended Education: H.S. diploma or equivalent

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

FINANCIAL CLERK

Median Annual Salary: \$33,710

Recommended Education: H.S. diploma or equivalent

www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm

LOAN OFFICER

Median Annual Salary: \$56,490

Recommended Education: Bachelor's degree
www.bls.gov/ooh/business-and-financial/loan-officers.htm

TAX EXAMINERS/COLLECTORS, OR REVENUE AGENT

Median Annual Salary: \$49,360

Recommended Education: Bachelor's or Associate's degree with related experience
www.bls.gov/ooh/business-and-financial/tax-examiners-and-collectors-and-revenue-agents.htm

FINANCIAL EXAMINER

Median Annual Salary: \$74,940

Recommended Education: Bachelor's degree
www.bls.gov/ooh/business-and-financial/financial-examiners.htm

Worcester Area Employers

- Banks and credit unions
- Private companies
- Hospitals and clinics
- Schools, colleges and universities
- State and federal offices

Next Steps

Wondering if the Accounting Assistant--Finance Assistant Certificate 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 Accounting Assistant--Finance Assistant courses.

Sources Used

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 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
- Financial Examiners:
www.bls.gov/ooh/business-and-financial/financial-examiners.htm
- Loan Officers:
www.bls.gov/ooh/business-and-financial/loan-officers.htm
- Tax Examiners and Collectors, and Revenue Agents:
www.bls.gov/ooh/business-and-financial/tax-examiners-and-collectors-and-revenue-agents.htm

Quinsigamond Community College, Online Course Catalog:

- Accounting Assistant/Finance Assistant Certificate:
www.qcc.edu/academics/business/accounting-assistant-finance-assistant

Professional Associations

- American Institute of Professional Bookkeepers:
www.aipb.org
- Association for Financial Professionals:
www.afponline.org
- Government Finance Officers Association:
www.gfoa.org
- International Association of Administrative Professionals:
www.iaap-hq.org
- National Bookkeepers Association:
www.nationalba.org
- National Society of Accountants:
www.nsacct.org

Positions Entered by QCC Graduates

- Audit Clerk
- Bank Teller
- Bookkeeper
- Cost Analyst
- Credit Authorizer
- Loss Prevention Officer
- Office Clerk
- Sales Support

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

Contact the Career Placement Office:
www.QCC.edu/pages/Career_Placement.html

Possible Transfer Schools

- Assumption College
- Becker College
- College of the Holy Cross
- Clark University
- Fitchburg State University
- Northeastern University
- UMass Amherst
- UMass Lowell
- Worcester State University

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