



Industries

- Ownership, Dwellings and Real Estate
- Transportation and Logistics
- Wholesale and Retail Trade



Prospect for Career Advancement

Accounting Clerks may become Accounting Associates or Accountants upon satisfying required trainings and experience and develop a career path in specialized areas such as:

- Accounting
- Auditing
- Business and Financial Analytics
- Corporate Planning



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Local Employment
Intramuros, Manila



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This **Career Information Pamphlet** aims to provide relevant and useful information in exploring career options and prospects in various industries considering the current landscape in the world of work. The CIPs intend to guide jobseekers, professionals, researchers, and policy-makers on the nature of various jobs, educational requirements, skills and competencies, relevant attributes, employment opportunities, and the cost of training. Actual requirements may vary based on the hiring institution's/organization's discretion.

IN-DEMAND JOB

Career Information Pamphlet Series of 2020

ACCOUNTING CLERK



Republic of the Philippines
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ACCOUNTING CLERK

An
Accounting Clerk
maintains
financial reports,
records
and general ledgers,
prepares
and analyzes budgets
and performs
general bookkeeping.

Accounting Clerks verify and input data in developing spreadsheet reports.



QUALIFICATIONS

Accounting Clerks are graduates of **Bachelor's Degree in Finance/Accountancy / Banking** or equivalent. At least **6 months working experience** in the related field is preferred.



COMPETENCIES

Knowledge, Skills and Attributes

- Knowledgeable in Accounting and Financial Reporting Standards
- Working knowledge of statutory and regulatory requirements
- Good communication skills (written and oral comprehension and expression)
- Attention to details and analytical skills
- Ability to meet deadlines
- Strong computer skills, MS excel in particular
- Ability to use accounting system
- Trust-worthy
- Organized



COST OF EDUCATION AND TRAINING

A course in Accountancy/Banking/ Finance takes **four to five years** to complete plus additional months to review for the **licensure examination for CPAs**. The tuition fee in private colleges and universities range from **₱ 30,000- ₱ 75,000 per semester** while public colleges and universities offer courses free of tuition.

Employment Prospects



Monthly Salary Range

₱ 16,000 - ₱ 18,000



Industries

- Accommodation and Food Service Activities (Hotel and Restaurant)
- Banking and Finance