

# OFFICE ACCOUNTING SPECIALIST



## What does an Office Accounting Specialist do?

Office Accounting Specialists produce financial records for organizations. They use bookkeeping software, spreadsheets, and databases and enter financial transactions into the appropriate computer software. Office Accounting Specialists check for accuracy in figures, postings, and reports, and reconcile or note and report any differences they find in the records.

## How will Asher College prepare me for this career?

Students will be prepared to:

- Create and edit professional-looking documents at a specialist level
- Process basic human resource duties, including recruitment, retention, orientation, safety, and more
- Plan meetings, events, and travel arrangements
- Build knowledge of the accounting cycle by analyzing transactions into debits and credits, recording transactions to the journal, posting to the general ledger, and preparing a worksheet including a trial balance and financial statements

## What characteristics are important in this field?\*

- **Computer skills:** Bookkeeping, accounting, and auditing clerks need to be comfortable using computer spreadsheets and bookkeeping software.
- **Detail oriented:** Bookkeeping, accounting, and auditing clerks are responsible for producing accurate financial records. They must pay attention to detail in order to avoid making errors and recognize errors that others have made.
- **Integrity:** Bookkeeping, accounting, and auditing clerks have control of an organization's financial documentation, which they must use properly and keep confidential. It is vital that they keep records transparent and guard against misusing an organization's funds.
- **Math skills:** Bookkeeping, accounting, and auditing clerks deal with numbers daily and should be comfortable with basic arithmetic.

## What are the job opportunities in this Career?

The OAS certification is appropriate for job roles including:

- Bookkeeping Assistant
- Accounting Clerk
- Accounting Assistant
- Administrative Specialist
- Accounting Associate

## What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at [www.onetonline.org](http://www.onetonline.org). National figures for labor market activity, working conditions, and price changes in the economy are available at [www.bls.gov/ooh/](http://www.bls.gov/ooh/) or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

## What are the typical working hours for this career?\*

Most Office Accounting Specialists work full time. They may work longer hours to meet deadlines at the end of the fiscal year, during tax time, or when monthly or yearly accounting audits are performed.



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ASHER ID	COURSE NAME	CERTIFICATION EXAM OR SKILL
DL101	Digital Literacy	Skill Development
MSW101	MS Word	Microsoft Word
TF100	Typing Fundamentals	Skill Development
MSE102	MS Excel	Microsoft Excel
MSP102	MS PowerPoint	Microsoft PowerPoint
MSL102	MS Outlook	Microsoft Outlook
PBS111	Office Administration	Skill Development
PBS112	Office Management	Skill Development
ACC110	Introduction to Accounting	Skill Development
ACC102	QuickBooks Pro User	Intuit QuickBooks
CD101	Career Success	Soft Skill Development
CD201	Advanced Career Development	Soft Skill Development

## What Certification options do I have with this program?

Microsoft Office: Word Specialist  
 Microsoft Office: Excel Specialist  
 Microsoft Office: PowerPoint Specialist  
 Microsoft Office: Outlook Specialist  
 Intuit: QuickBooks Certified User



## How long will it take to complete my education?

**Full time** = 11 months (24 hours per week)

**¾ time** = 14 months (18 hours per week)

**Half Time** = 21 months (12 hours per week)

**Program includes: books, tuition, certification exams, tutoring, and career service assistance.**

\*CA Students are also subject to Student Tuition Recovery Fund (STRF) fees from the California Bureau for Private and Postsecondary Education (BPPE).

Program Accredited By:



For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

**www.Asher.edu**

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