

Bookkeeping, Accounting, and Auditing Clerks

Ranked

12

by count of job opportunities

Percentage

1.43%

of all job opportunities

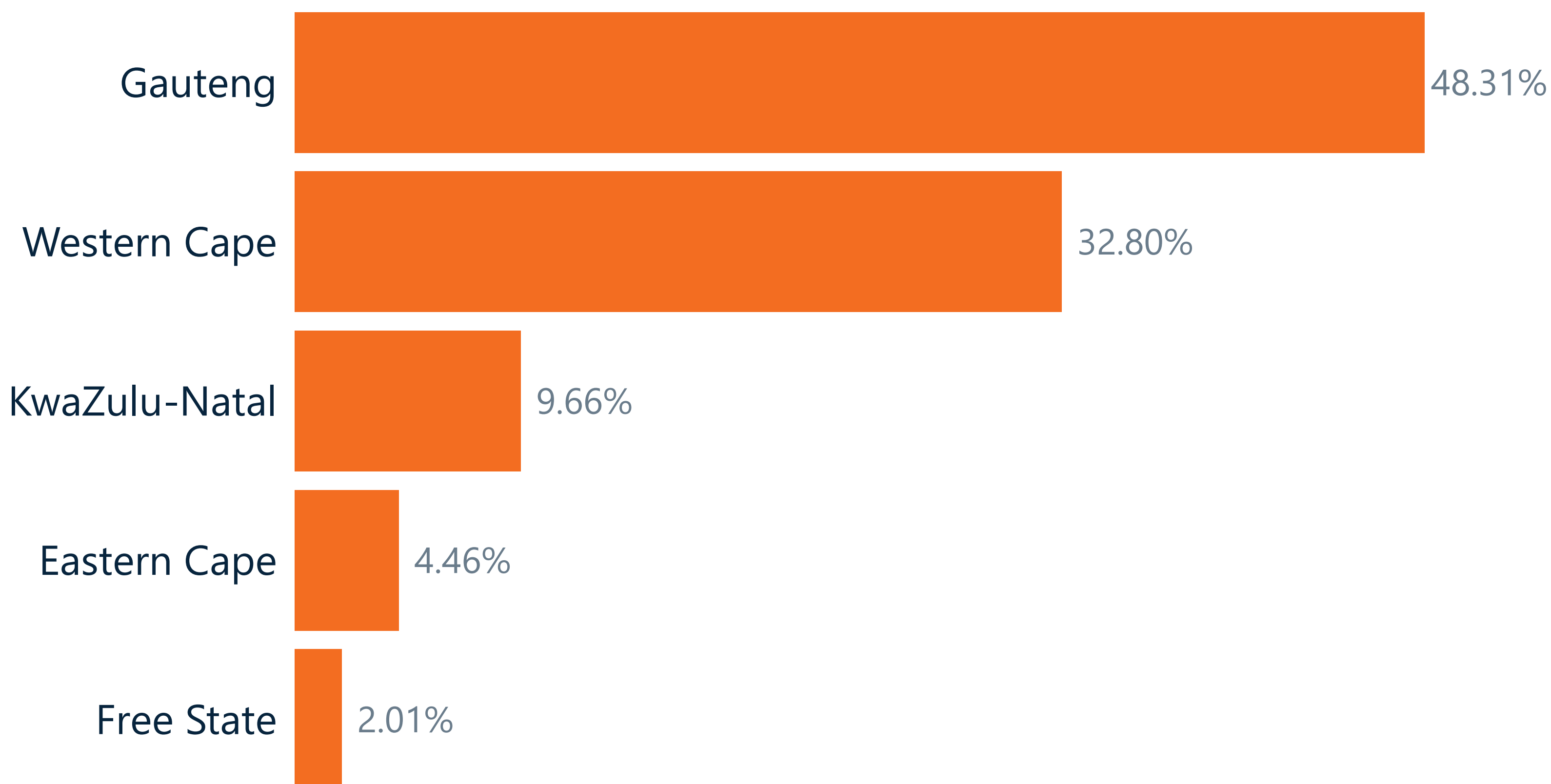
Hard-to-Fill

21.59%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



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Bookkeeping, Accounting, and Auditing Clerks

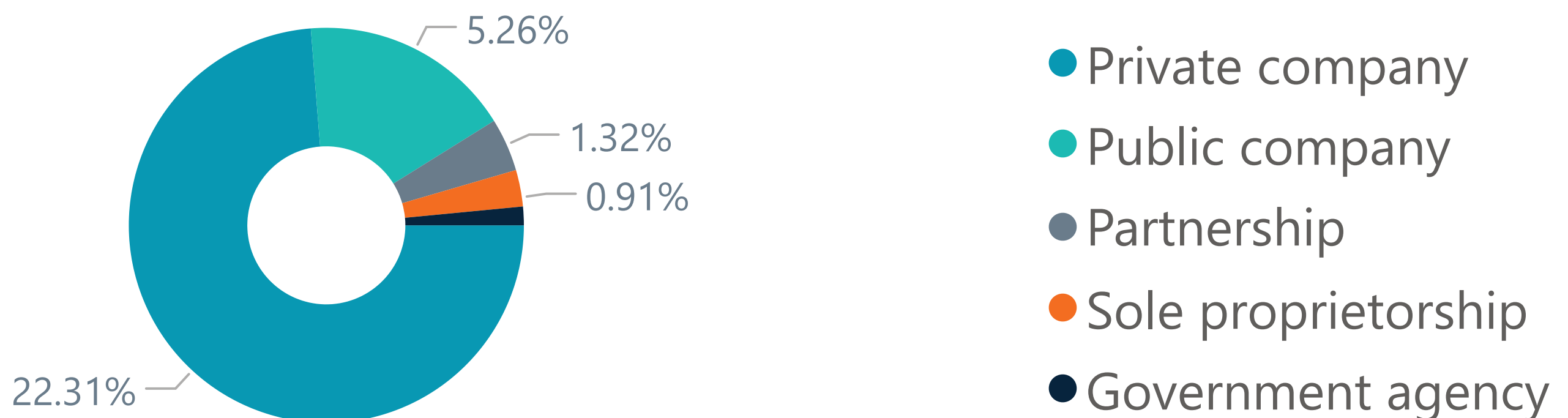
Top 5 Industries

by percentage of job opportunities

Financial and insurance activities	27.82%
Administrative and support activities	12.95%
Professional, scientific and technical activities	10.03%
Information and communication	4.10%
Wholesale and retail trade	3.23%

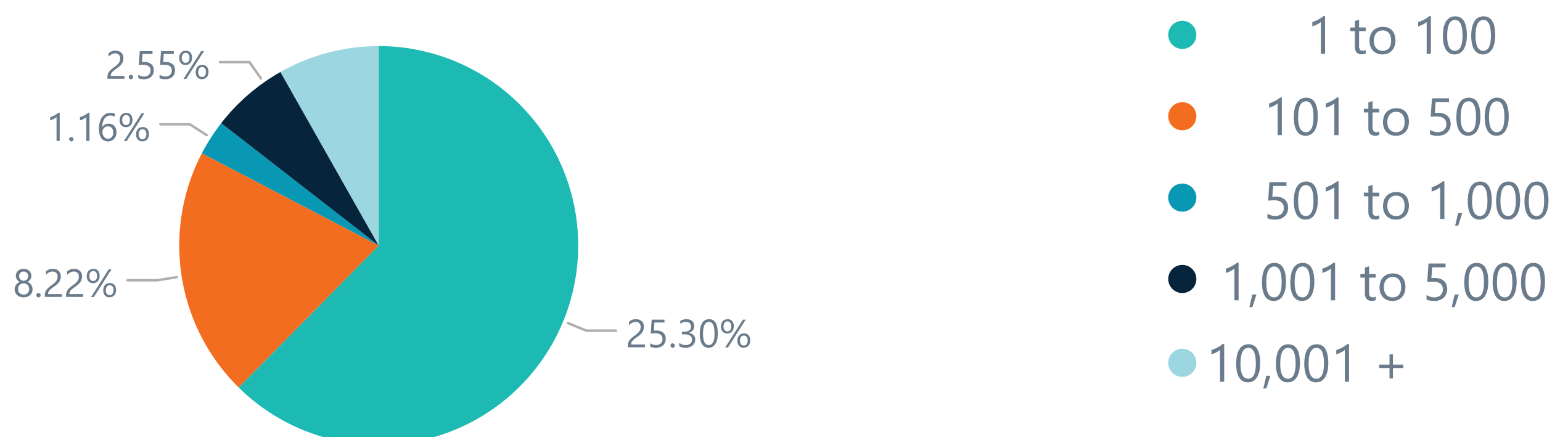
Top 5 Company Types

by percentage of job opportunities



Top 5 Company Sizes

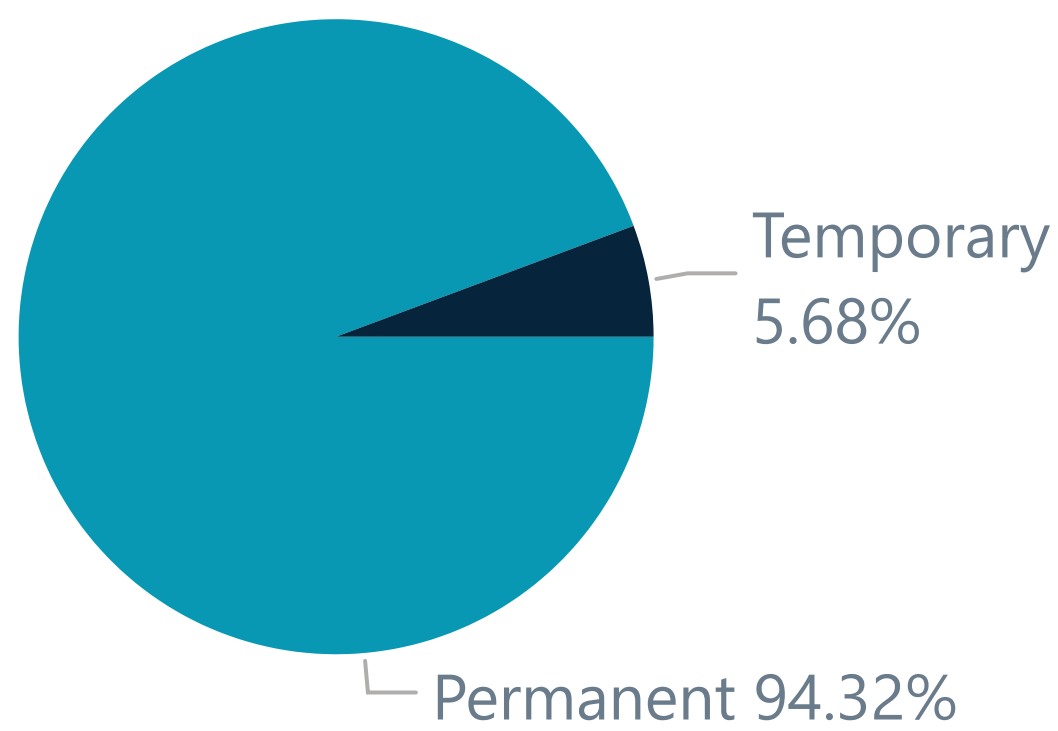
by percentage of job opportunities



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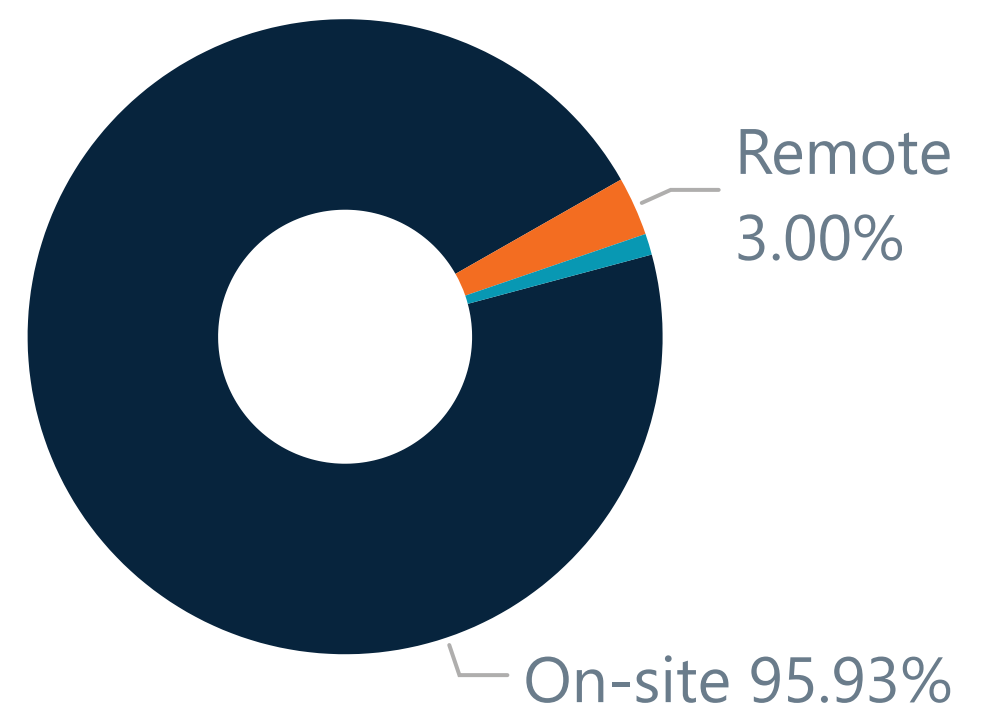
Employment Type

percentage of job opportunities



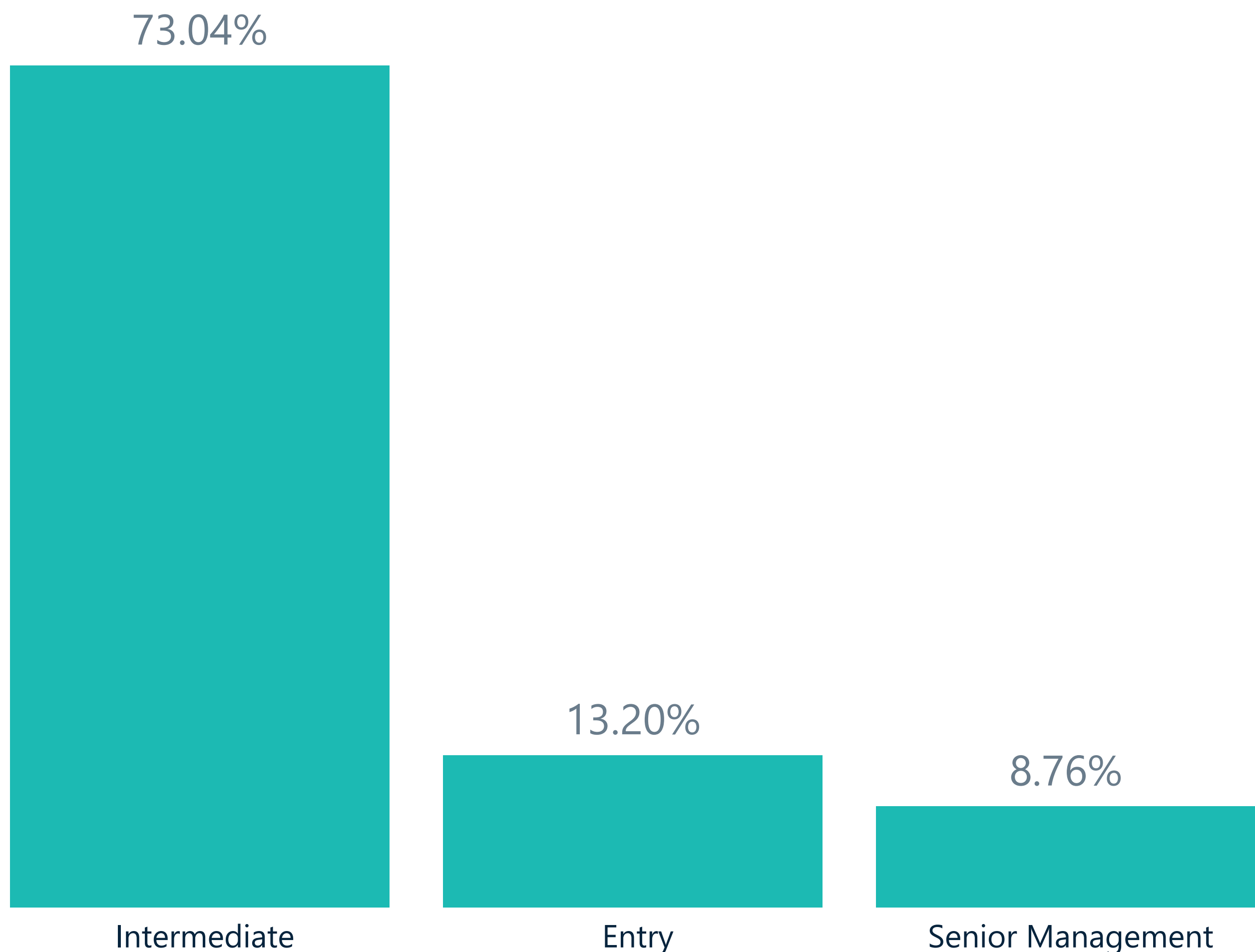
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

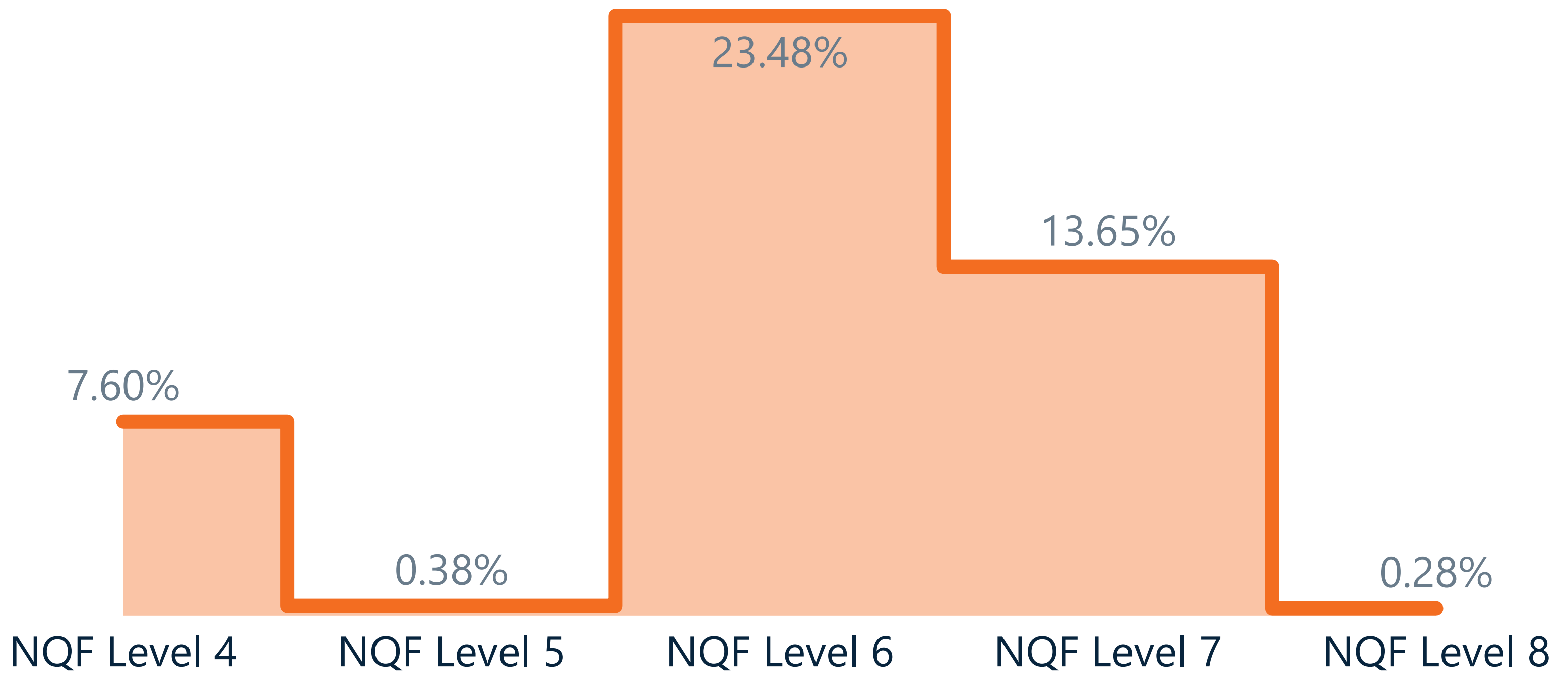
by percentage of job opportunities



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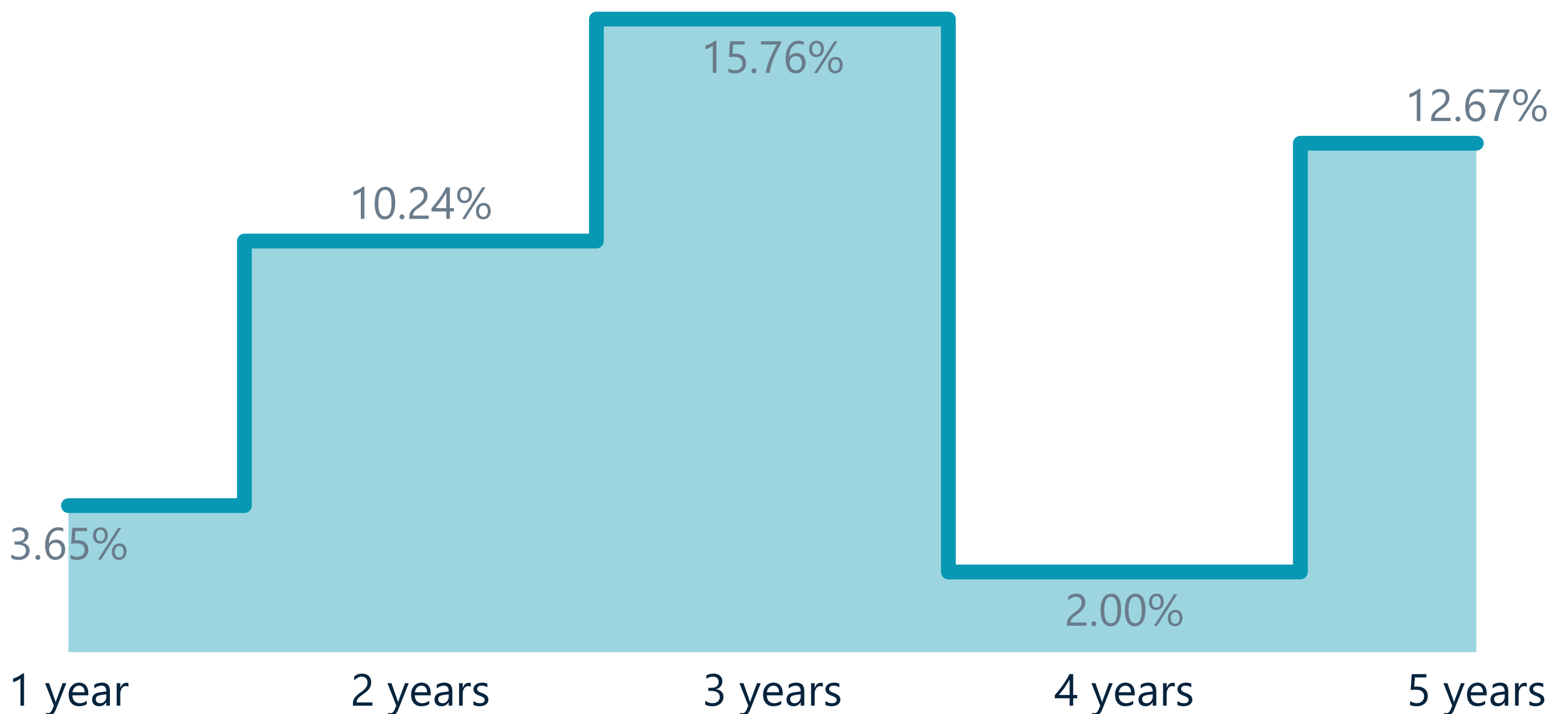
Top 5 Minimum Qualification Level


by percentage of job opportunities




Top 5 Minimum Years Experience

by percentage of job opportunities






Bookkeeping, Accounting, and Auditing Clerks




Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	2
Service Orientation	
Actively looking for ways to help people.	3
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	4
Coordination	
Adjusting actions in relation to others' actions.	5
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	6
Speaking	
Talking to others to convey information effectively.	7
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	8
Judgment and Decision Making	
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	8
Mathematics	
Using mathematics to solve problems.	10




Bookkeeping, Accounting, and Auditing Clerks




Top 5 Required Knowledge

Economics and Accounting	
Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.	1
Customer and Personal Service	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	2
Computers and Electronics	
Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	3
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	4
Education and Training	
Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	5



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Top 10 Required Technology Skills

Spreadsheet software	
Microsoft Excel	1
Google Sheets	5
Accounting software	
Accounting software	2
Internet browser software	
Google	4
Google Chrome	5
Word processing software	
Microsoft Word	3
Customer relationship management CRM software	
Microsoft Dynamics	5
Electronic mail software	
Microsoft Outlook	5
Enterprise resource planning ERP software	
Microsoft Dynamics	5
SAP Business One	10