



Bookkeeper - QuickBooks

Bookkeepers compute, classify, and record numerical data to keep financial records complete. They perform combinations of calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records. They also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

On the job bookkeepers operate computers with accounting software to record and analyze information. Under general supervision they create and maintain accounting records for companies using QuickBooks Online Applications. They check figures and documents for correct entry and mathematical accuracy. They also would classify, record, and summarize financial data to compile and keep financial records.

Additionally, bookkeepers communicate with outside accounting experts such as CPAs, auditors and QuickBooks Certified ProAdvisor consultants. They may also run customized reports and perform banking functions.

There is no age requirement for this certification. However, individuals with a criminal record may not be suited for this training.

Typically, bookkeepers work full-time, however, there are some part-time positions available. Some may work long hours at certain times like tax time or the end of the fiscal year. Bookkeepers who work in places like hotels, restaurants, and stores may work overtime hours during peak times, like holidays and vacation seasons.

Indiana Wage Information

| | Entry | Median |
|-------------|---------|---------|
| Hourly Wage | \$13.13 | \$16.61 |

Job Outlook in Indiana

| | |
|------------|------------------|
| Long term | -5.3% (decrease) |
| Short Term | 1.11% (increase) |

*Data collected from hoosierdata.in.gov

Job Duties

- Create and maintain QuickBooks Online data
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Create and Maintain QuickBooks Online users, and set the appropriate access levels
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Comply with federal, state, and company policies, procedures, and regulations
- Invoice customers via email or mail
- Reconcile and report discrepancies found in records
- Receive, record, and bank cash, checks, and vouchers

Important Qualities

Oral Comprehension – must be able to listen and understand information

Oral Communication – must be able to communicate information in speaking so others understand

Written Comprehension – must be able to read and understand information

Written Expression – must be able to communicate information

Mathematical Reasoning – must be able to choose the right mathematical methods or formulas to solve a problem

Near Vision – must be able to see details at close range

Skills and Knowledge

Technical

- Excellent knowledge of computers and the Internet
- Ability to work with numerical data, attention to detail
- Solid understanding of three levels of the QuickBooks Online application
- Knowledge of double entry bookkeeping preferred
- Ability to manage time
- Ability to work independently or as a team

English Language Arts

- Ability to read and understand work related materials

Math

- Knowledge of arithmetic for basic accounting, payroll and invoicing

How can YOU get involved?

The world of work relies on the foundational skills students acquire in your classrooms and/or programs!

- Know your students'/clients' interests and career goals
- Affirm the value of the skills/hobbies students demonstrate both in and outside of the classroom
- Infuse your classroom culture and/or meetings with career-minded activities
- Provide time to make connections between the material learned in adult education or workshops and students' daily lives/career aspirations
- Know the basic job descriptions and training requirements of in-demand occupations in your area
- Know which WorkINDiana programs are available in your region
- Know the processes for referring students to postsecondary or on-the-job training
- Post resources where students can find more information about further education/training and careers

Certification and Advancement

Job seekers wishing to become bookkeepers typically need a highschool diploma; some employers prefer candidates with at least some post-secondary education. Generally, experience is not necessary, although some employers look for candidates with some accounting coursework and/or related work experience. In addition, most employers who use QuickBooks require either a certification in or experience with QuickBooks software. On-the-job training is also common and can last up to a year. Oftentimes, a more formal classroom training is necessary, including training in specialized computer software.

There are multiple organizations, like the National Bookkeepers Association, that offer QuickBooks training. However, Intuit QuickBooks Training, provided by Real World Training, is the only QuickBooks training endorsed by Intuit. Before taking the certification exam, students can first complete Real World Training's Mastering QuickBooks Level 1 class, which is appropriate for both new and intermediate users. Training is offered through both "live" and "self-paced" training. "Live training" is fourteen hours of in-class training over a two-day time span. Self-paced training is computer-based and can be done OnDemand or through CD/DVD.

After finishing the class, students will be sent a practice test to prepare them for the certification test, which will follow. Real World Training will send students a voucher, which is included in the cost of the Mastering QuickBooks Level 1 Class, to take a test. Once the test is passed, students will become QuickBooks certified. However, to ensure that the certification is meaningful, the exam is very rigorous. Because of this, taking a class prior to testing is highly recommended. Students can expand their knowledge by taking advantage of Real World Training's Mastering QuickBooks Level 2 class and/or one of their multiple other classes for different QuickBooks specifications and uses. It is possible, with the necessary experience and education, for some bookkeepers to become accountants or auditors.