Bookkeeper

Average salary: $49,000+
Career trend: declining

Job description

Bookkeepers harness their love of numbers, details and technology to provide a crucial service to businesses. They maintain records of financial transactions in accounting systems so businesses know exactly how well they’re going.

What bookkeepers do

Far from simply entering data and reconciling at the bank, bookkeepers spend time understanding the business they’re working for and how it operates. They explore the needs of the business, assess its systems and processes, and look for areas that can be streamlined so they can make processes as simple and efficient as possible.

Bookkeepers need to be able to focus on one financial situation at a time without distraction, which means they must prioritise certain tasks over others and avoid multi-tasking. They capture all the relevant information required to produce an accurate result and ensure nothing is missed or duplicated.

Bookkeepers complete a number of technical duties, which requires knowledge of various computer programs and systems for accounting, auditing and document management including cloud-based software such as MYOB and Xero. They also make calculations manually to ensure accuracy, and often use ledgers and receipt books alongside calculators to prepare financial statements and reports.

You’ll like this job if...

A day in the life...

Work as a bookkeeper may involve these tasks:
- keep financial records
- maintain and balance accounts using manual and computerised systems
- monitor cash flow and lines of credit
- prepare and produce financial statements, budget and expenditure reports and analyses using account books, ledgers and accounting software packages
- prepare invoices, purchase orders and bank deposits
- reconcile accounts against monthly bank statements
- verify recorded transactions and reporting irregularities to management
- prepare forms that report business tax entitlements and obligations, such as the amount of goods and services tax paid and collected.

VET qualifications

The following government-subsidised qualifications are available in NSW:

Certificate IV in Accounting and Bookkeeping (FNS40217)
- Up to 2 years full time
- Graduates employed or in further study: 91.5 %*

Certificate IV in Bookkeeping (FNS40215)
- Up to 2 years full time
- Also available as a traineeship
- Graduates employed or in further study: 84.8 %*

VET offers possibilities for hundreds of careers.
For more information, visit
www.vet.nsw.gov.au

Main employing industries
- Construction
- Education and training
- Professional, scientific and technical services (e.g. small law firms, architectural or engineering services)

Other jobs you may like...
- Accounting clerk
- Insurance, money market and statistical clerk
- Credit and loans officer
- Payroll clerk

Information sources

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