

Bookkeeper

Bookkeepers maintain and evaluate records of financial transactions in account books and computerised accounting systems.

Job title examples

- Bookkeeper
- BAS (Business Activity Statement) Agent
- Payroll Officer

Other jobs in this field of work

What bookkeepers do

- keep financial records, and 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
- may be required to prepare forms reporting business tax entitlements and obligations such as the amount of goods and services tax paid and collected

Main employing industries

- Construction
- Education and Training
- Professional, Scientific and Technical Services (e.g. small law firms, architectural or engineering services)

Bookkeepers are often independent contractors who contract their services to other firms.

Qualifications



The following government subsidised qualifications are available in NSW:

Certificate IV in Accounting available as a traineeship or qualification

Certificate IV in Bookkeeping available as a traineeship or qualification

Certificate IV in Recordkeeping available as a traineeship or qualification

Apprenticeships and traineeships: Find out how to get an [apprenticeship or traineeship](#).

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

Job prospects and pay



- There are around 22,660 bookkeepers working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

Average weekly full time earnings (before tax):

- Bookkeepers: \$1,057
- All occupations: \$1,200

Related jobs



- Accounting Clerk
- Insurance, Money Market and Statistical Clerk
- Credit and Loans Officer
- Payroll Clerk

To find out more regarding these related jobs, visit the [Job Guides Homepage](#).

Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](#), based on ABS Characteristics of Employment Survey, August 2014