

# Occupational Outlook Handbook 2004-2005

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software. Bill and account collectors generally receive training in telephone techniques, negotiation skills, and the laws governing the collection of debt. Financial clerks must be careful, orderly, and detail-oriented in order to avoid making errors and recognize errors made by others. These workers also should be discreet and trustworthy, because they frequently come in contact with confidential material. Additionally, all financial clerks should have a strong aptitude for numbers.

Bookkeepers, particularly those who handle all the recordkeeping for companies, may find it beneficial to become certified.

The Certified Bookkeeper designation, awarded by the American Institute of Professional Bookkeepers, assures employers that individuals have the skills and knowledge required to carry out all the bookkeeping and accounting functions up through the adjusted trial balance, including payroll functions. For certification, candidates must have at least 2 years bookkeeping experience, pass three tests, and adhere to a code of ethics..."

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### Job Outlook

...In addition, organizations of all sizes will continue to consolidate various recordkeeping functions, thus reducing the demand for these clerks. Specialized clerks will be in much less demand than those who can do a wider range of accounting activities. Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants. Those with several years of accounting or bookkeeper certification will have the best job prospects."

### Sources of Additional Information

For information on the Certified Bookkeeper designation, contact:

► The American Institute of Professional Bookkeepers, 6001 Montrose Rd., Rockville, MD 20852. Internet: [www.aipb.org](http://www.aipb.org)