

**Office Administration & Accounting  
Occupation Pathways**

Training

Office Administration & Accounting Technologies Options

**Possible Job Titles and Mean Hourly Wage**

Mean hourly wages  
For 2006-2016 for NWDA and WA State  
Hourly wages in () represent NWDA wages  
Bold job titles indicate "In Demand" positions.  
Source: [www.workforceexplorer.com](http://www.workforceexplorer.com)

**Pathways Options**

**Baccalaureate Degree**  
**Accountants & Auditors \$30.79**  
(\$28.96) 132011

**\*ATA Degree**  
Emphasis:  
Administrative Assistant (91 Credits)  
Accounting Paraprofessional (91 Credits)

**Technical Certificates**  
~Small Business Accounting (63)  
~General Office Support (46)  
~Business Software Applications (63)  
~Office and Administrative Support (65)  
~Bookkeeping (46)  
~Office Technology Update (30)  
~Individual Technical Certificate

**Microsoft Certified Application Specialist certification - adds up to 11% to salary figure (ref. Office Team 2008 Salary Guide)**

**Micro-Certificates**  
~Business Communications (11)  
~Microcomputer Accounting (16)  
~Payroll Accounting (15)  
~Software Applications (18)  
~Word Processing (13)

Little or no preparation needed

<b>Exec. Secretaries &amp; Adm. Assist.</b>	<b>\$21.85</b>
436011	(\$19.71)
<b>Human Resources Assist.</b>	<b>\$17.80</b>
434161	(\$16.99)
<b>Legal Secretaries</b>	<b>\$20.30</b>
436012	(\$16.41)
<b>Sup. &amp; Mgrs of Office &amp; Admin Support</b>	<b>\$24.90</b>
433011	(\$23.30)
<b>Sup. &amp; Mgr of Retail Sales</b>	<b>\$23.59</b>
411011	(\$22.59)
<b>Bookkeeping &amp; Accounting Clerks</b>	<b>\$17.14</b>
433031	(\$16.64)
<b>Payroll Clerk</b>	<b>\$18.12</b>
433051	(\$18.27)
<b>Billing &amp; Posting clerk (A/R; A/P)</b>	<b>\$16.17</b>
433021	(\$15.38)
<b>Medical Secretaries</b>	<b>\$17.04</b>
436013	(\$15.69)
<b>Court Clerks</b>	<b>\$18.44</b>
434031	(\$17.59)

<b>Customer Service Rep.</b>	<b>\$15.44</b>
434051	(\$14.03)
<b>Data Entry Keyer</b>	<b>\$13.91</b>
439021	(\$12.71)
<b>General Office Clerk</b>	<b>\$13.88</b>
439061	(\$13.09)
<b>Receptionist &amp; Information Clerk</b>	<b>\$12.40</b>
434171	(\$12.01)
<b>Reservation &amp; Ticket Agents</b>	<b>\$16.46</b>
434181	(\$13.63)
<b>Secretaries (except legal, medical &amp; executive)</b>	<b>\$16.56</b>
436014	(\$15.97)
<b>Bill &amp; Account Collectors</b>	<b>\$17.01</b>
433011	(\$14.86)
<b>Interviewer exc. Eligibility &amp; Loan</b>	<b>\$14.27</b>
434111	(\$13.76)
<b>Tellers</b>	<b>\$12.22</b>
433071	(\$11.94)

<b>Cashiers</b>	<b>\$11.50</b>
412011	(\$11.60)
<b>Counter &amp; Rental Clerk</b>	<b>\$12.62</b>
412021	(\$11.15)

**Key:**

- Strong connection to jobs.
- \* Externship/ Learning while working
- ↑ Strong connection between education levels

*Presented by Career Services*

2/09

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