

# Bookkeepers / Accounting Technicians

A guide for newcomers to British Columbia



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## 1. Working as a Bookkeeper / Accounting Technician [NOC 1311]

### *Job Description*

Bookkeepers maintain complete sets of books, keep records of accounts and verify the procedures used for recording financial transactions. As a bookkeeper you perform the following duties:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

Source:

- **WorkBC Career Profile for Bookkeepers & Accounting Technicians**  
<http://www.workbc.ca/Job-Seekers/Career-Profiles/1311>

### *Industry Overview*

In BC, approximately 22,600 people work in this occupation and 35% are working mostly full time. 29% of accounting technicians and bookkeepers are self-employed.

Bookkeepers & Accounting Technicians mainly work in the following sectors:

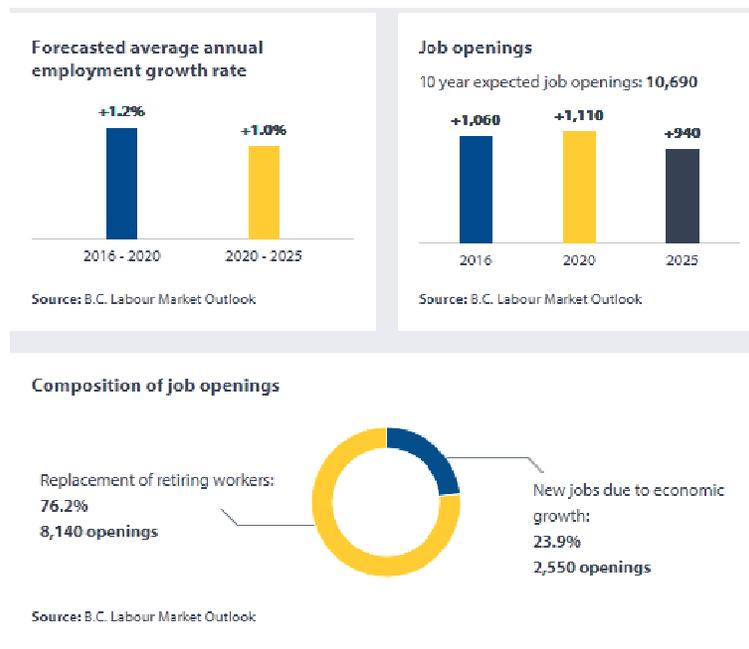
- accounting, tax preparation, bookkeeping and payroll services: 25%
- construction: 14%
- other retail stores: 9%

Bookkeepers & Accounting Technicians are employed in the following regions:

- 51% in the Lower Mainland-Southwest region
- 18% are employed in Vancouver Island/Coast
- 14% in Thompson/Okanagan.

### *Job Outlook in BC*

#### **Employment Outlook Bookkeepers & Accounting Technicians NOC 1311**



## Regional Outlook Bookkeepers & Accounting Technicians

<b>Cariboo</b>		<b>Kootenay</b>	
Employment in 2016:	<b>1,230</b>	Employment in 2016:	<b>980</b>
Average annual employment growth:	<b>0.9%</b>	Average annual employment growth:	<b>0.8%</b>
Expected number of job openings:	<b>550</b>	Expected number of job openings:	<b>410</b>
<b>Mainland / Southwest</b>		<b>North Coast &amp; Nechako</b>	
Employment in 2016:	<b>12,510</b>	Employment in 2016:	<b>520</b>
Average annual employment growth:	<b>1.1%</b>	Average annual employment growth:	<b>0.2%</b>
Expected number of job openings:	<b>5,520</b>	Expected number of job openings:	<b>190</b>
<b>Northeast</b>		<b>Thompson-Okanagan</b>	
Employment in 2016:	<b>970</b>	Employment in 2016:	<b>3,550</b>
Average annual employment growth:	<b>1.7%</b>	Average annual employment growth:	<b>1.1%</b>
Expected number of job openings:	<b>550</b>	Expected number of job openings:	<b>1,640</b>
<b>Vancouver Island / Coast</b>			
Employment in 2016:	<b>4,170</b>		
Average annual employment growth:	<b>0.7%</b>		
Expected number of job openings:	<b>1,820</b>		

**Source:** <https://www.workbc.ca/Job-Seekers/Employ-Careers/General-Career-Profile/1311#bc-labour-market-outlook>

You can learn more about working as a Bookkeeper and Accounting Technician in BC from:

- **WorkBC Career Profile for Bookkeepers & Accounting Technicians**  
<http://www.workbc.ca/Job-Seekers/Career-Profiles/1311>
- **Career Cruising** (profile for Bookkeeper)  
<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library page

### ***Types of Employers***

Bookkeepers work for all types of businesses and organizations including:

- Professional business services such as law firms or insurance offices
- Retail stores

- Wholesale businesses
- Restaurants
- Construction and manufacturing sectors
- A variety of other industries

You may also be self-employed.

## **Salary**

Your salary depends on experience, education, location, and employer. In BC, annual provincial **median** salary is \$41,712. Full-time bookkeepers usually receive benefits in addition to a salary. These may include paid sick days, vacation time, and dental coverage.

Job Bank Canada provides a summary of hourly wages in BC regions:

### **Hourly Wages Bookkeepers & Accounting Technicians NOC 1311**

Location	Wage (\$/hr)		
	Low	Median	High
<b>British Columbia</b>	13.13	20.83	32.05
<a href="#">Cariboo Region</a>	13.13	20.83	32.05
<a href="#">Kootenay Region</a>	13.13	20.83	32.05
<a href="#">Lower Mainland - Southwest Region</a>	12.02	21.22	34.00
<a href="#">Nechako Region</a>	13.13	20.83	32.05
<a href="#">North Coast Region</a>	N/A	N/A	N/A
<a href="#">Northeast Region</a>	17.00	24.85	35.00
<a href="#">Thompson--Okanagan Region</a>	13.13	20.83	32.05
<a href="#">Vancouver Island and Coast Region</a>	14.00	20.00	26.67

Source: Job Bank Canada, <http://www.jobbank.gc.ca>

Sources:

- **WorkBC Career Profile for Bookkeepers & Accounting Technicians**  
<http://www.workbc.ca/Job-Seekers/Career-Profiles/1311>
- **Career Cruising** (profile for Bookkeeper)  
<http://www.vpl.ca/digital-library/career-cruising>  
Available from the VPL Digital Library | Explore our Digital Library page

## ***Working Hours***

You generally work a standard Monday to Friday work week, though some evening or weekend work may be required. During the tax preparation season you may have to work unusually long hours.

If you are employed in industries affected by seasonal conditions, such as forestry and construction, you may experience seasonal slowdowns or even layoffs.

- **Career Cruising** (profile for Bookkeeper)

<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library page

## **2. Skills, Education and Experience**

### ***Skills***

- Highly skilled with numbers
- Strong clerical ability
- Very detail oriented
- Good at problem solving
- Knowledge of computer applications including word processing, spreadsheet and accounting software

### ***Education and Experience***

Completion of secondary school is required.

Bookkeepers also require:

- Completion of a college program in accounting, bookkeeping or a related field

***OR***

- Completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting)

***OR***

- Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk

### ***Qualifications***

***This occupation is not regulated in British Columbia.***

There are no mandatory requirements for licensing or professional certification in order to work as a Bookkeeper in BC.

Sources:

- **WorkBC Career Profile for Bookkeepers & Accounting Technicians**  
<http://www.workbc.ca/Job-Seekers/Career-Profiles/1311>
- **JobBank Canada**  
<https://www.jobbank.gc.ca/home>

## **3. Finding Jobs**

You'll find job advertisements in local newspapers, trade journals, and electronic sources.

### ***Local Newspapers***

You can look at the *Vancouver Sun & The Province* at Vancouver Public Library for free. Check the job postings daily and the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and in *The Province* on Sundays.

### ***Job White Pages***

Available in print at the Central Library or online at

#### **JOB Freeway.com**

<http://www.vpl.ca/digital-library/jobfreewaycom>

Available from the VPL Digital Library | Explore our Digital Library page

**NOTE:** Access at VPL locations only

### ***Online Job Postings***

- **AcctJob.Ca**

<http://www.accountingjobs.ca/>

Search by keyword "bookkeeper"

- **Hays Specialist Recruitment**

<http://www.hays.ca/index.aspx>

Browse jobs in category "accounting and finance"; can also search by job title and BC city

- **Robert Half Finance & Accounting**

<http://www.roberthalffinance.com/portal/site/rhf-us>

Search by postal code (e.g. V6B 6B1) and "bookkeeper"

- **Indeed.com**

[http://ca.indeed.com/advanced\\_search](http://ca.indeed.com/advanced_search)

Find jobs posted on a multitude of company career sites and job boards

- **Neuvoo.ca**

<http://neuvoo.ca/en>

- **WorkBC**

<https://www.workbc.ca/JobSeekers/SearchResults.aspx>

- **BC Jobs.ca**

<https://www.bcjobs.ca/>

- **JobConnect**

<https://www.bcjobconnect.ca> \*\*must have permanent resident number\*\*

newcomers can post their skills, education and work experience to BC employers looking for workers

- **Job Bank**

[http://www.jobbank.gc.ca/job\\_search.do](http://www.jobbank.gc.ca/job_search.do)

### ***Identifying the Right Position***

When you browse job advertisements, you'll find a range of different job titles that are relevant.

For bookkeepers, look for these related job titles (from NOC):

- Accounting Bookkeeper
- Accounting Technician

- Bookkeeping Clerk

### ***Creating a List of Potential Employers***

You can use directories to produce lists of potential employers. Contact them directly to find out if they're hiring.

- **Financial Services Canada**

Central Library, 332.1025 F49

- **Reference Canada**

<http://www.vpl.ca/digital-library/reference-canada>

Click on "Start Search" beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "bookkeeping" or "accounting & bookkeeping" and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button.

Available from the VPL Digital Library | Explore our Digital Library page

**NOTE:** *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

## **4. Applying for a Job**

In Canada, employers usually expect to receive a resume or curriculum vitae and a cover letter. These should identify the position you are applying for and summarize your relevant experience.

Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online:

- **Writing Resumes and Cover Letters**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Writing Resumes and Cover Letters]
- **Getting Canadian Work Experience**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Getting Canadian Work Experience]
- **Networking for Employment**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Networking for Employment]
- **Learn More About Working in BC and Canada**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Learn More About Working in BC and Canada]

## 5. Getting Help from Industry Sources

### *Industry Associations*

Associations for bookkeeping professionals in BC and Canada can provide information and assistance. Registration and fees are required for membership.

- **Canadian Bookkeepers Association**  
<http://c-b-a.ca/>
- **Canadian Institute of Bookkeeping**  
<http://www.cibcb.com/>
- **Institute of Professional Bookkeepers of Canada**  
<http://www.ipbc.ca/>

### *Industry Journals*

Search the Vancouver Public Library catalogue for journals related to your profession. Examples at the Central Library:

- **In Focus**

<https://www.bccpa.ca/news-events-publications/publications/cpabc-in-focus/>

CPABC in Focus serves as the voice of the accounting profession in BC

**Questions? Please ask the Information Staff in the Central Library,  
Vancouver Public Library or telephone 604-331-3603.**

*Please note that the information in this guide is also available online through the  
Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>*