

# Accounting Technicians and Bookkeepers

**Job Description:** Accounting technicians and bookkeepers manage day-to-day financial recordkeeping for many different types of businesses. They may work for Chartered Professional Accountants (CPAs) and other accounting professionals or they may offer personal bookkeeping services.



**Wage Range:** \$15.38 - \$36.54

**BC Labour Market Outlook 2021-2031:** Over 9,750 job openings throughout BC

- [Click here](#) to visit the WorkBC labour market outlook site

**Future Opportunities:**

Professional Accounting

Management or Supervisory Jobs



Northern Lights  
College

**Skills and Competencies Courses:** Skills and competencies such as communication, numeracy, computer literacy, critical thinking, and time management are what employers look for in their employees. *Click on the course titles below for more information:*

	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
<a href="#">Keys to Effective Communication</a>	●	●		●	
<a href="#">Communication Strategies</a>	●	●	●	●	●
<a href="#">Time Management</a>	●	●	●	●	●
<a href="#">Persuasive Communication</a>	●	●		●	
<a href="#">Interpersonal Communication</a>	●	●		●	
<a href="#">Organizational Skills</a>	●	●	●	●	●
<a href="#">Computer Skills for the Workplace</a>	●	●		●	
<a href="#">Critical Thinking</a>	●	●	●	●	●

**Courses for Job Entry:** These courses will give you the skills needed to gain employment in as accounting technician and bookkeeper. *Please click on the course titles for more information:*

	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
<a href="#">Sage 50 Level 1</a>	●	●	●	●	●
<a href="#">Accounting/Bookkeeping Basics</a>	●	●	●	●	●
<a href="#">Intermediate Microsoft Access 2019/Office 365</a>	●	●		●	

**Professional Development:** These courses are for those who are currently working or have worked as a accounting technician and bookkeeper that would like to advance in position. *Please click on the course titles for more information:*

	Online-Self Directed	Online Instructor Led	Virtual Face to Face	Instructor Support Add on	In Class Face to Face
<a href="#">Microsoft Excel and Access 2019 Suite</a>		●		●	
<a href="#">Advanced Microsoft Excel 2019/Office 365</a>	●	●		●	
<a href="#">Introduction to QuickBooks Online</a>	●	●		●	
<a href="#">Introduction to QuickBooks 2019</a>	●	●		●	
<a href="#">QuickBooks 2019 Series</a>		●		●	

**Online-Self Directed Offering:** These courses are for those who have moderate computer experience and want to be able to fit course work around their schedules. These courses are entirely done online with the majority of courses having a 3-month completion time frame. (with some exceptions) These courses can be enrolled in at any time.

**Online Instructor Lead:** These courses have a structured schedule and are instructor lead. This is a great option for those who have time in the schedules and who need some support of an instructor

**Virtual Face to Face:** These courses have a structured schedule and are conducted like a more traditional face to face course that allows instructor and students to communicate in real time and collaborate together in break out rooms.

**Instructor Support Add On:** These courses can have the option of instructor support added on to the course itself. This is the perfect option for those are new to online courses or just need a bit of extra support and check ins. This option would have more of a structured schedule.

**In Class Face to Face:** These courses are delivered in the traditional classroom setting. This option is great for courses that have hands on components as well as deeper discussions, role play and a more personal setting.

**Customized Private Group Training:** If you have a group of people that you want to train at one time, you can have a class that is just for your group. This can be for one course or a group of courses. Group trainings can also be customized to fit the needs of your group.