

WHAT DO BOOKKEEPERS DO?

Accountants and bookkeepers maintain the financial records for an organization. They are needed in every industry – manufacturing, retail, service, government, educational institutions, and hospitals.

Some activities include:

- Tracking and recording a company's expenditures and receipts
- Monitoring accounts payable and receivable
- Calculating profit and loss
- Preparing financial statements
- Calculating and preparing payroll
- Preparing tax documents and annual reports
- Assisting management in decision-making

If you're organized and enjoy working with numbers, a career as a bookkeeper could be a good fit. Bookkeeping requires specialized training in accounting essentials. A bookkeeping certification signals to employers that you have the training and knowledge to meet industry standards.

Build a solid foundation of BOOKKEEPING SKILLS to ADVANCE YOUR CAREER or BUSINESS.

The Certificate of Completion (CCL) in Certified Bookkeeping, the CCL in Accounting, and the Associates Degree (AAS) in accounting are designed for students seeking to gain skills and knowledge in the field of accounting and bookkeeping. Bookkeepers are integral to ensuring that businesses keep their finances organized. Bookkeeping is the process of keeping track of a business' financial transactions. These transactions include recording cash that comes into and flows out of a business, such as receipts from customers, payments made to vendors, and payroll.



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SCOTTSDALE
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

CERTIFIED BOOKKEEPER CERTIFICATE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.

YOUR FUTURE AS A CERTIFIED BOOKKEEPER STARTS AT SCC!

CERTIFIED BOOKKEEPER

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers the Certificate (CCL) in Certified Bookkeeping for students who wish to pursue a bookkeeping position with a small to medium-sized company. Students learn the basics of financial accounting and payroll accounting. In addition, accounting for depreciation for financial and tax accounting purposes, inventory valuation, and preventive internal control procedures are also covered. The CCL in Certified Bookkeeping program helps to prepare students for industry-recognized certified bookkeeper examinations. This program is designed to prepare students to work for CPA firms, tax preparation firms, corporate accounting departments, and small businesses or offer freelance bookkeeping services. The Certified Bookkeeping certificate leads into the Associate of Applied Science in Accounting.

TAKE YOUR BOOKKEEPING SKILLS TO THE NEXT LEVEL!

| COURSE | DESCRIPTION |
|---|--|
| ACC111 Accounting Principles I (3 credits) | Fundamental theory of accounting principles and procedures. |
| ACC105 Payroll, Sales, and Property Taxes (3 credits) | Tax reporting for payroll, sales, and personal property. |
| ACC260 Certified Bookkeeper (CB) Preparation (3 credits) | Review of adjusting entries, correction of accounting errors, payroll calculation, depreciation methods, inventory valuation, internal controls, and bank reconciliations. |
| 9 credits total | |

CAREER OUTLOOK

Bookkeepers are constantly in high demand. According to the Bureau of Labor and Statistics, the median annual wage for bookkeeping, accounting, and auditing clerks was \$45,860.* The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10% earned less than \$25,260 and the highest 10% earned more than \$61,650. Over 175,000 bookkeeping, accounting, and auditing clerk positions are expected to be available each year over the next decade. Clerks are expected to take on a more analytical and advisory role over the next decade.

*Source: www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm#tab-5

SCC can help you discover the knowledge and skills to improve your career and your life.

WHY BOOKKEEPING AT SCC?

- Complete the CCL in as little as one semester
- Courses are available in an accelerated 8-week format
- All courses are offered in the convenient online format
- Learn from instructors with real world accounting experience
- Those with on-the-job bookkeeping experience can apply existing knowledge
- The certificate leads into the Associates degree, so no credits are lost if students decide to continue



Want to take a class or earn a certificate?

TO LEARN MORE, CONTACT US TODAY!

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bit.ly/scc-finance

www.scottsdalecc.edu