

ACCOUNTING TECHNICIAN



**Get job-specific training
and a cost-free education
while earning a salary.**

With the **Accounting Technician** Apprenticeship 321 program, earn a Certificate in Computerized Accounting in just 2 years.

Accounting Technicians support accountants and other financing professionals by maintaining records, preparing and reviewing reports, reconciling bank accounts, and performing other related tasks.

What Accounting Technicians Do*:

- Use bookkeeping software, spreadsheets, and databases
- Enter financial transactions into the appropriate computer software
- Post debits and credits into the software, assigning each to an appropriate account
- Receive and record cash, checks and vouchers
- Produce reports, such as balance sheets, income statements, and totals by account
- Check for accuracy in figures, postings, and reports
- Reconcile or note and report any differences they find in the records

*For information on Job Outlook, Median Pay, and On-the-Job Training, visit the U.S. Bureau of Labor Statistics at www.bls.gov.

Contact us for more information!
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Apprenticeship 321