

FINANCIAL ANALYST

What do they do? Compute, classify, and record numerical data to keep financial records complete. Perform routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations and posting pertaining to business transactions recorded by other workers.

People with these roles and responsibilities are also called:

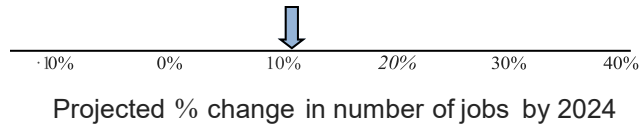
Accounting clerk, Accounting Assistant, Accounting Associate, Accounts Payables Clerk, Accounts Payable Specialist, Accounts Receivable Clerk, Bookkeeper.

Some typical job duties include:

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Michigan Job Outlook

"Faster than average" (+10.4%)



National Job Outlook through 2024: 10.4%

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Most Important Occupational Skills

BASIC SKILLS

Reading Comprehension
Active Listening
Speaking

PROBLEM SOLVING SKILLS

Complex Problem Solving

SYSTEMS SKILLS

Judgment/Decision Making
Systems Analysis
Systems Evaluation

SOCIAL SKILLS

Social Perceptiveness
Coordination
Service Orientation

TECHNICAL SKILLS

Operations Monitoring
Operations Analysis

RESOURCE MANAGEMENT

Time Management
Mgt of Personnel Resource
Mgt of Personnel

How much did these jobs pay in 2016?

Average: \$37,790 per year
(\$18.17 per hour)

Career Pathway and Educational Requirements

Associate (\$20,000—\$35,000) Specialist (\$30,000-\$75,000) Managerial (\$50,000-\$100,000) Executive (\$100,000+)

Acct. Clerk ➤ Certified Public Acct. ➤ Senior Acct. ➤ Financial Controller ➤ Chief Financial Officer

REQUIRED FOR ENTRY

High school degree

REQUIRED FOR ADVANCEMENT

Bachelor's degree
Professional

REQUIRED FOR ADVANCEMENT

Post-graduate degree
Multiple years related work experience

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Many years related work experience

SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Account Clerk Certificate (offered by many community colleges)
Accredited Business Accountant (Accreditation Council for Accountancy and Taxation, unavailable online)
Certified Bookkeeper (American Institute Professional Bookkeeping, unavailable online)
Certified Public Accountant - CPA (American Institute of Certified Public Accountants, unavailable online)
Certified Management Accountant (Institute of Management Accountants, unavailable online)