



Accounting

Program Report For Greater South Bay and Peninsula Region (Santa Clara and San Mateo Counties)

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Accounting Technology/Technician and Bookkeeping

A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Target Occupations‡

Tax Preparers (13-2082)

Billing and Posting Clerks (43-3021)

Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Payroll and Timekeeping Clerks (43-3051)




Brokerage Clerks (43-4011)

Statistical Assistants (43-9111)

‡Based on EMSI crosswalk of the Classification of Instructional Programs (CIP) codes with Standard Occupational Classification (SOC) codes as published by the U.S. Department of Education.

In 2015, the number of Accounting Technology/Technician & Bookkeeping jobs in the target occupations in Santa Clara and San Mateo Counties totaled 23,858. The Bureau of Labor Statistics (BLS) expects the total number of positions to increase by 5% over the next three years. Regional openings in 2015, which included created jobs and turnover, totaled 750. Completions in Accounting Technology programs totaled 420 from ten institutions.

Occupation Summary for Accounting Technology/Technician & Bookkeeping

23,858 Jobs (2015)¹ 12% below National average ²	5.0% Growth (2015-2018)³ National: 3.6%	\$23.80/hr Median Earnings National: \$17.59/hr
Regional Openings (2015)	750	
Regional Program Completions (2014)	420	
All Regional Completions for Target Occupations (2014)	463	

¹Based on total number of jobs for target occupations in Santa Clara and San Mateo Counties.

²Represents occupation density as compared to national average (national average=1).

³Based on turnover and new jobs.

Target occupations that are mapped to the Accounting Technology/Technician & Bookkeeping program are disaggregated to see which occupations are projected to see the highest number of annual openings (Booking, Accounting, Auditing Clerks), highest percentage rate of growth over the next three year (Statistical Assistants), and the highest median hourly earnings (Brokerage Clerks). While Tax Preparers and Statistical Assistants are expected to experience job growth (3% and 8%), these occupations are more highly represented and concentrated in our region (Santa Clara and San Mateo Counties) compared to the national average.

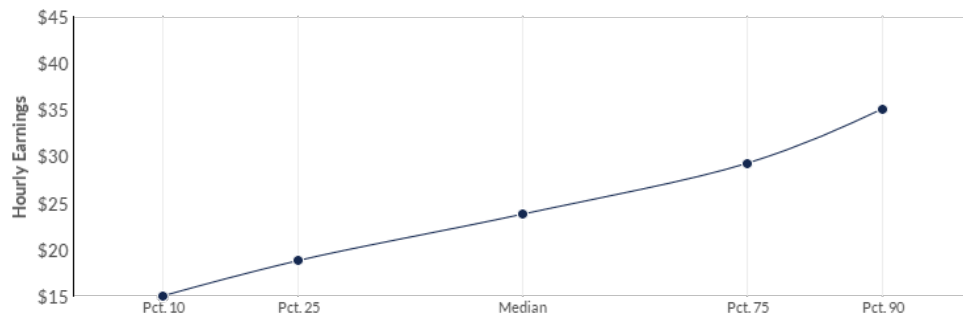
Target Occupations

Occupation	2015 Jobs	Annual Openings	Median Hourly Earnings	Growth (2015 - 2018)	Location Quotient (2015)
Bookkeeping, Accounting, and Auditing Clerks	16,014	414	\$23.53/hr	4.91%	0.88
Billing and Posting Clerks	3,879	160	\$22.79/hr	6.63%	0.73
Payroll and Timekeeping Clerks	1,868	73	\$25.61/hr	4.87%	1.02
Tax Preparers	1,557	46	\$25.62/hr	2.63%	1.50
Brokerage Clerks	359	12	\$27.36/hr	2.23%	0.63
Statistical Assistants	180	10	\$28.79/hr	7.78%	1.22

The percentile earnings table shows the range the Accounting Technology/Technician & Bookkeeping occupations earn in the region. While the median earnings are \$23.80/hour, wages can range from below \$18/hour to above \$29/hour. Each of the target occupations' range in wages is also displayed.

Target Occupations Percentile Earnings

\$18.82/hr	\$23.80/hr	\$29.27/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings



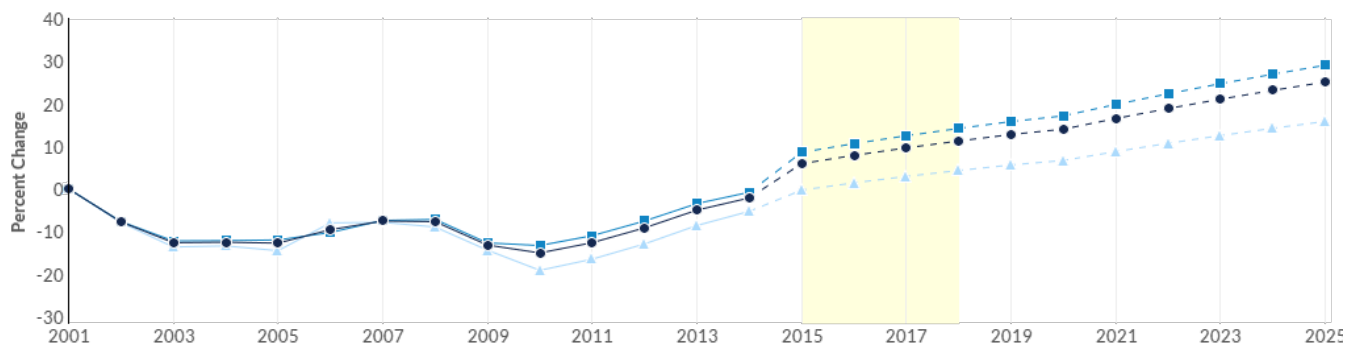
Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Tax Preparers (13-2082)	\$16.19	\$25.62	\$31.67
Billing and Posting Clerks (43-3021)	\$18.64	\$22.79	\$27.80
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	\$18.77	\$23.53	\$28.95
Payroll and Timekeeping Clerks (43-3051)	\$20.57	\$25.61	\$31.79
Brokerage Clerks (43-4011)	\$21.19	\$27.36	\$32.72
Statistical Assistants (43-9111)	\$24.46	\$28.79	\$35.92

Growth in the Accounting Technology/Technician & Bookkeeping occupations show how each occupation is projected to increase in jobs over the next three years. Modest growth is expected for Tax Preparers (3%) and Brokerage Clerks (2%) while higher growth is expected in Billing & Posting Clerks (7%) and Statistical Assistants (8%).

Growth for Accounting Technology/Technician & Bookkeeping Occupations

	23,858 2015 Jobs	25,054 2018 Jobs	1,196 Change (2015-2018)	5.0% % Change (2015-2018)
Occupation	2015 Jobs	2018 Jobs	Change	% Change
Tax Preparers (13-2082)	1,557	1,598	41	3%
Billing and Posting Clerks (43-3021)	3,879	4,136	257	7%
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	16,014	16,800	786	5%
Payroll and Timekeeping Clerks (43-3051)	1,868	1,959	91	5%
Brokerage Clerks (43-4011)	359	367	8	2%
Statistical Assistants (43-9111)	180	194	14	8%

Regional Trends



	Region	2015 Jobs	2018 Jobs	Change	% Change
●	Region	23,858	25,054	1,196	5.0%
●	Santa Clara County, CA	17,154	18,040	886	5.2%
●	San Mateo County, CA	6,704	7,014	310	4.6%

Program Completion Data

Program data reviews completion information about awards by institution and types of awards conferred in the region (Santa Clara and San Mateo Counties). Foothill College is the one of ten regional institutions that is supporting and preparing for Account Technology/Technician & Bookkeeping occupations.




Program Summary for Accounting Technology/Technician & Bookkeeping

10 Regional Institutions	420 Regional Program Completions (2014) Foothill College Completions: 33	2,128 Annual Openings (2014)
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Regional Completions by Institution

Institution	Certificates (2014)	Degrees (2014)	Total Completions (2014)
College of San Mateo	104	28	132
De Anza College	36	28	64
Skyline College	18	34	52
Foothill College	3	30	33
Evergreen Valley College	5	25	30
Canada College	17	18	35
Mission College	10	17	27
San Jose City College	9	16	25
Gavilan College	4	10	14
West Valley College	8	0	8



Regional Completions by Award Level

Award Level	Completions (2014)	Percent
Award of less than 1 academic year	205	48.8% 
Award of at least 1 but less than 2 academic years	9	2.1% 
Associates degree	206	49.0% 








Target Occupations Demographics

The demographics among those employed in Accounting Technology/Technician & Bookkeeping occupations in Santa Clara and San Mateo Counties for 2015 show that a majority are female (86%) and about half are between the ages of 35-54 (48%) and White (56%).








Occupation Gender Breakdown

Gender	2015 Jobs	2015 Percent
Males	3,363	14.1% 
Females	20,496	85.9% 

Occupation Age Breakdown

Age	2015 Jobs	2015 Percent
14-18	65	0.3% 
19-24	1,076	4.5% 
25-34	4,254	17.8% 
35-44	5,392	22.6% 
45-54	6,018	25.2% 
55-64	4,711	19.7% 
65+	2,343	9.8% 

Occupation Race/Ethnicity Breakdown

Race/Ethnicity	2015 Jobs	2015 Percent
White	13,372	56.0% 
Asian	4,952	20.8% 
Hispanic or Latino	3,999	16.8% 
Black or African American	921	3.9% 
Two or More Races	392	1.6% 
Native Hawaiian or Other Pacific Islander	149	0.6% 
American Indian or Alaska Native	73	0.3% 

Industries Employing Accounting Technology/Technician & Bookkeeping Occupations

A number of industries in Santa Clara and San Mateo Counties employ those trained in Accounting Technology/Technician & Bookkeeping and its related occupations. The following table represents a regional industry breakdown of the number of Accounting Technology/Technician & Bookkeeping positions employed, the percentage of Accounting Technology/Technician & Bookkeeping employed by industry and the percentage Accounting Technology/Technician & Bookkeeping jobs represent within all jobs by each industry. While certified public accountants' offices employed 7% of all regional Accounting Technology/Technician & Bookkeeping positions in 2015, accountants compose a minority of all jobs in that industry (20%).

Top Industries Employing Accounting Technology/Technician & Bookkeeping Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Offices of Certified Public Accountants	1,728	7.2%	19.9%
Other Accounting Services	1,052	4.4%	29.2%
Offices of Physicians (except Mental Health Specialists)	699	2.9%	4.1%
Corporate, Subsidiary, and Regional Managing Offices	695	2.9%	3.9%
Colleges, Universities, and Professional Schools	681	2.9%	2.0%

Appendix A - Data Sources and Calculations

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department