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

November 2014

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)

Gaming Cage Workers (43-3041)

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 2014, the number of accounting technology jobs in the target occupations in Santa Clara and San Mateo Counties totaled 19,629. The Bureau of Labor Statistics (BLS) expects the total number of positions to increase by 5.5% over the next three years. Regional openings in 2014, which included created jobs and turnover, totaled 625. Completions in accounting technology programs totaled 406 from ten institutions, with an additional 66 completions from other related programs. These additional programs are linked to multiple occupations and not all those who complete will enter the target occupations indicated in this report.

Target Occupation Performance

19,629*	5.5%	$23.11/hr
Jobs (2014)	**Growth (2014-2017)**	**Median Earnings**
National Location Quotient: 0.80†	National: 4.0%	National: $17.18/hr

*Based on total number of jobs for target occupations in Santa Clara and San Mateo Counties.
†Represents occupation density as compared to national average (national average=1).

Regional Openings (2014)**	625	
Foothill College Program Completions (2014)	21	
Regional Program Completions (2013)	385	
All Regional Completions for Target Occupations†† (2013)	472	

**Openings include created jobs and turnover.
†† Includes all regional programs applicable to target occupations

Accounting Technology Occupations Performance

Target Occupations	Regional Openings (2014)	Median Hourly Earnings	Growth (2014-2017)
Gaming Cage Workers (43-3041)	1	$13.49	-2.9%
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	359	$23.10	5.1%
Billing and Posting Clerks (43-3021)	154	$21.77	6.7%
Brokerage Clerks (43-4011)	13	$26.15	4.5%
Statistical Assistants (43-9111)	6	$26.32	9.0%
Tax Preparers (13-2082)	30	$25.49	10.5%
Payroll and Timekeeping Clerks (43-3051)	62	$24.93	4.8%

Regional Breakdown for Accounting Technology Occupations

County Name	2014 Jobs	2017 Jobs	2014 Annual Openings	Median Hourly Earnings	2014 National Location Quotient
Santa Clara	13,947	14,766	457	$22.46	0.79
San Mateo	5,682	5,950	168	$24.93	0.85
Total	19,629	20,716	625	$23.11	

Regional Accounting Technology Training Providers

10	406*
Institutions	**Completions (2013)**

*Based on IPEDS data.
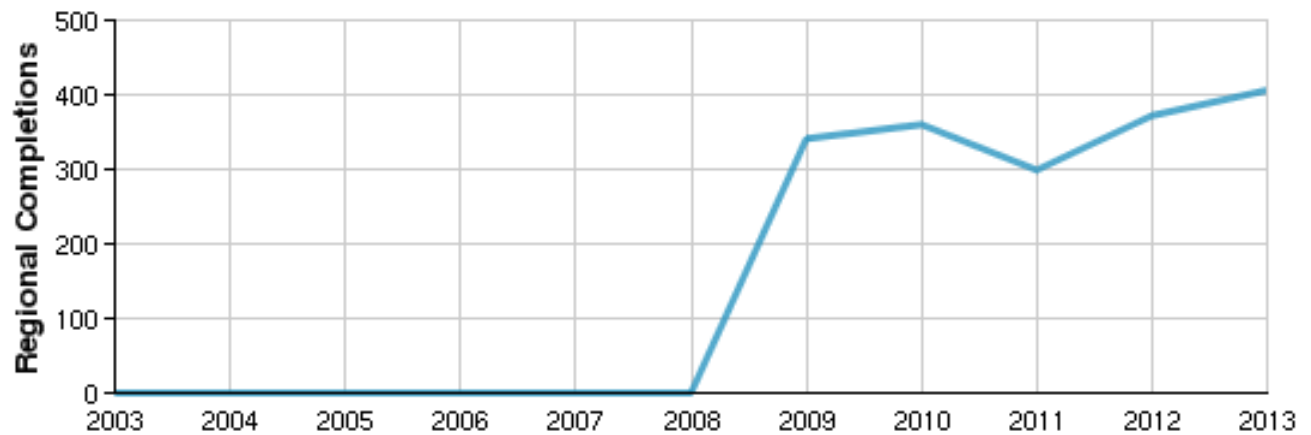
Institution	Degrees	Certificates	Total Completions
Foothill College	21	0	21
College of San Mateo	28	96	124
De Anza College	32	59	91
Skyline College	36	26	62
Mission College	22	13	35
Evergreen Valley College	22	4	26
San Jose City College	12	6	18
Canada College	3	11	14
Gavilan College	7	3	10
West Valley College	0	5	5

Other regional programs may train individuals eligible for the targeted accounting technology occupations, which are based on an occupation-program crosswalk developed by the Department of Education. These additional programs are offered at San Jose State University and De Anza College. As noted earlier, many postsecondary programs are linked to multiple occupations and not all those who complete the program will enter the target occupation.

Related Regional Programs Allowing Entry to Accounting Technology

3		**472**		
Programs (2013)		**Completions (2013)**		

Program	2009	2010	2011	2012	2013
Accounting Technology/Technician and Bookkeeping (52.0302)	341	360	299	372	406
Taxation (52.1601)	33	49	50	71	66
Accounting and Related Services, Other (52.0399)	22	23	0	0	0

Target Occupations Demographics

The demographics among those employed in the target accounting technology occupations in Santa Clara and San Mateo Counties for 2014 show that a majority are women (86.1%) and over two-thirds are between the ages of 25-54 (69.3%).

Gender Demographics (Regional)

Gender	Jobs (2014)	% of Total	
Male	2,735	13.9%	
Female	16,894	86.1%	

Age Demographics (Regional)

Age	Jobs (2014)	% of Total	
14-18 Years	71	0.4%	
19-21 Years	269	1.4%	
22-24 Years	727	3.7%	
25-34 Years	3,842	19.6%	
35-44 Years	4,709	24.0%	
45-54 Years	5,053	25.7%	
55-64 Years	3,596	18.3%	
65+ Years	1,363	6.9%	

Industries Employing Accounting Technology Occupations

A number of industries in Santa Clara and San Mateo Counties employ those trained in accounting technology and its related occupations. The following table represents a regional industry breakdown of the number of accounting technicians employed, the percentage of accounting technology jobs employed by industry and the percentage accounting technology jobs represent within all jobs by each industry. While certified public accountants employed 5.6% of all regional accounting technicians in 2014, accounting technology and its related occupations represent roughly over one-sixth of the total jobs in other accounting service (17.5%).

Inverse Staffing Patterns (Regional)

Top Five Industries	Occupation Group Jobs in Industry (2014)	% of Occupation Group in Industry (2014)	% of Total Jobs in Industry (2014)
Offices of Certified Public Accountants (541211)	1,099	5.6%	17.5%
Offices of Physicians (except Mental Health Specialists) (621111)	700	3.6%	4.5%
Local Government, Excluding Education and Hospitals (903999)	647	3.3%	1.7%
Corporate, Subsidiary, and Regional Managing Offices (551114)	646	3.3%	4.0%
Office Administrative Services (561110)	515	2.6%	8.3%

Compatible Occupations for Accounting Technology

Individuals completing an accounting technology program share many skills and abilities with other occupations. The Occupational Information Network (O*Net) identifies compatible occupations based on an analysis of overlapping knowledge, skills and ability. Additional education required for transition can range from short on-site training to advanced post-secondary degrees. The following tables show how much education might be needed to be employed in these compatible occupations.

Top Ten Compatible Occupations for Accounting Technology: Associate's or Less

Rank	Occupation	Median Hourly Earnings	2014 Jobs	2014-2017 Change	2014-2017 Estimated Annual Openings
1	Bookkeeping, Accounting, and Auditing Clerks	$22.97	15,065	763	302
2	Insurance Claims Clerks	$18.64	1,577	(27)	31
3	Medical Secretaries	$21.15	4,916	366	138
4	Payroll and Timekeeping Clerks	$24.98	1,662	82	49
5	Bill and Account Collectors	$23.15	2,406	157	93
6	Billing, Cost, and Rate Clerks	$21.88	3,766	250	117
7	Brokerage Clerks	$26.15	328	14	10
8	Loan Interviewers and Clerks	$22.97	1,148	104	36
9	Office Clerks, General	$18.66	24,992	1,081	678
10	Receptionists and Information Clerks	$17.10	8,363	397	275

Data Sources and Calculations

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

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.

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.

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.

Staffing Patterns Data
The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data
EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.