



Accounting

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

September 2016

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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 2016, the number of Accounting Technology/Technician and Bookkeeping jobs in the target occupations in Santa Clara and San Mateo Counties totaled 23,995. The Bureau of Labor Statistics (BLS) expects the total number of positions to increase by almost 3% over the next three years.

Occupation Summary for Accounting Technology

23,995 Jobs (2016) ¹ 11% below National average ²	2.5% % Change (2016-2019) ³ Nation: 0.5%	\$23.78/hr Median Hourly Earnings Nation: \$18.25/hr
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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 program are disaggregated to see which occupations are projected to see the highest number of annual openings (Bookkeeping, Accounting, and Auditing Clerks), highest percentage rate of growth over the next three year (Billing and Posting Clerks), and the highest median hourly earnings (Statistical Assistants). While Tax Preparers are expected to experience job growth (3%), these occupations are more represented and concentrated in our region (Santa Clara and San Mateo Counties) compared to the national average.

Occupation	2016 Jobs	Annual Openings	Median Hourly Earnings	Growth (2016 - 2019)	Location Quotient (2016)
Bookkeeping, Accounting, and Auditing Clerks	15,623	215	\$23.13/hr	1.16%	0.87
Billing and Posting Clerks	3,894	180	\$23.06/hr	7.24%	0.73
Payroll and Timekeeping Clerks	2,063	70	\$26.77/hr	1.99%	1.13
Tax Preparers	1,888	69	\$25.88/hr	3.23%	1.76
Brokerage Clerks	442	18	\$28.85/hr	4.52%	0.74
Statistical Assistants	84	5	\$30.51/hr	5.95%	0.59

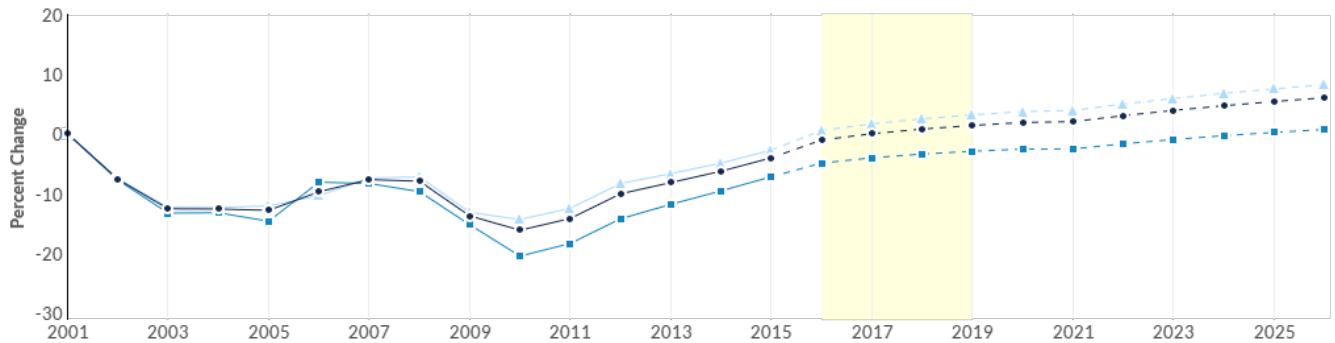
Growth in the Accounting Technology occupations show how each occupation is projected to increase in jobs over the next three years. A growth of about 3% is expected in the next three years for Accounting Technology.

Growth for Accounting Technology/Technician and Bookkeeping

23,995	24,585	590	2.5%
2016 Jobs	2019 Jobs	Change (2016-2019)	% Change (2016-2019)

Occupation	2016 Jobs	2019 Jobs	Change	% Change
Tax Preparers (13-2082)	1,888	1,949	61	3%
Billing and Posting Clerks (43-3021)	3,894	4,176	282	7%
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	15,623	15,804	181	1%
Payroll and Timekeeping Clerks (43-3051)	2,063	2,104	41	2%
Brokerage Clerks (43-4011)	442	462	20	5%
Statistical Assistants (43-9111)	84	89	5	6%

Regional Trends

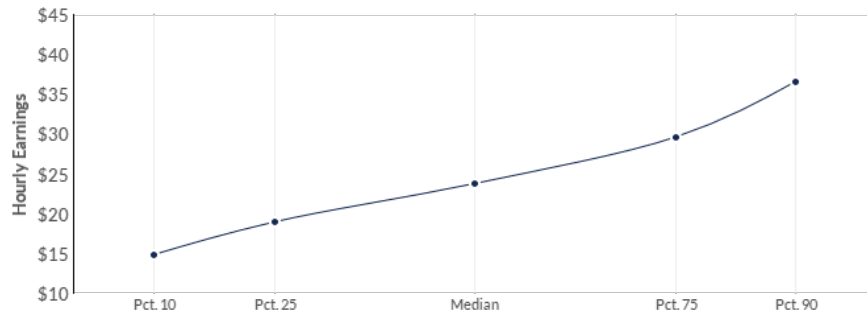


Region	2016 Jobs	2019 Jobs	Change	% Change
● Region	23,995	24,585	590	2.5%
● San Mateo County, CA	6,720	6,860	140	2.1%
● Santa Clara County, CA	17,275	17,725	450	2.6%

The percentile earnings table shows the range the Accounting Technology occupations earn in the region. While the median earnings are \$23.78/hour, wages can range from below \$18/hour to above \$29/hour. Each of the target occupations' range in wages is also displayed.

Percentile Earnings for Accounting Technology

\$18.96/hr	\$23.78/hr	\$29.60/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Tax Preparers (13-2082)	\$17.93	\$25.88	\$35.35
Billing and Posting Clerks (43-3021)	\$19.20	\$23.06	\$27.80
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	\$18.67	\$23.13	\$28.66
Payroll and Timekeeping Clerks (43-3051)	\$20.86	\$26.77	\$33.45
Brokerage Clerks (43-4011)	\$21.69	\$28.85	\$34.38
Statistical Assistants (43-9111)	\$24.21	\$30.51	\$37.63

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 one of the ten regional institutions that is supporting and preparing for Accounting Technology occupations.

Program Summary for Accounting Technology/Technician and Bookkeeping

10	452	1,081
Regional Institutions	Regional Program Completions (2015)	Annual Openings (2015)
had Completions in the last 13 years	Foothill College Completions: 40	

Regional Completions by Institution

Institution	Certificates (2015)	Degrees (2015)	Total Completions (2015)
College of San Mateo	133	36	169
De Anza College	41	26	67
Foothill College	10	30	40
Skyline College	14	28	42
Evergreen Valley College	3	27	30
Canada College	19	11	30
Mission College	16	18	34
San Jose City College	13	11	24
Gavilan College	2	11	13
West Valley College	3	0	3

Regional Completions by Award Level

Award Level	Completions (2015)	Percent
Award of less than 1 academic year	246	54.4% 
Award of at least 1 but less than 2 academic years	8	1.8% 
Associates degree	198	43.8% 

Target Occupations Demographics

The demographics among those employed in Accounting Technology occupations in Santa Clara and San Mateo Counties for 2016 show that are a majority of females (85%) and about a quarter are between the ages of 45-54 (25%) and more than half are White (55%).








Occupation Gender Breakdown

Gender	2016 Jobs	2016 Percent
Males	3,494	14.6% 
Females	20,501	85.4% 

Occupation Age Breakdown

Age	2016 Jobs	2016 Percent
14-18	54	0.2% 
19-24	1,070	4.5% 
25-34	4,210	17.5% 
35-44	5,399	22.5% 
45-54	5,891	24.6% 
55-64	4,829	20.1% 
65+	2,542	10.6% 

Occupation Race/Ethnicity Breakdown

Race/Ethnicity	2016 Jobs	2016 Percent
White	13,207	55.0% 
Asian	5,018	20.9% 
Hispanic or Latino	4,153	17.3% 
Black or African American	999	4.2% 
Two or More Races	406	1.7% 
Native Hawaiian or Other Pacific Islander	142	0.6% 
American Indian or Alaska Native	70	0.3% 

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 Technology positions employed, the percentage of Accounting Technology employed by industry and the Accounting Technology jobs represent within all jobs by each industry. While Offices of Certified Public Accountants employed 8% of all regional Accounting Technology positions in 2016, Accounting Technology occupations composed almost a quarter of jobs in that industry (24%).

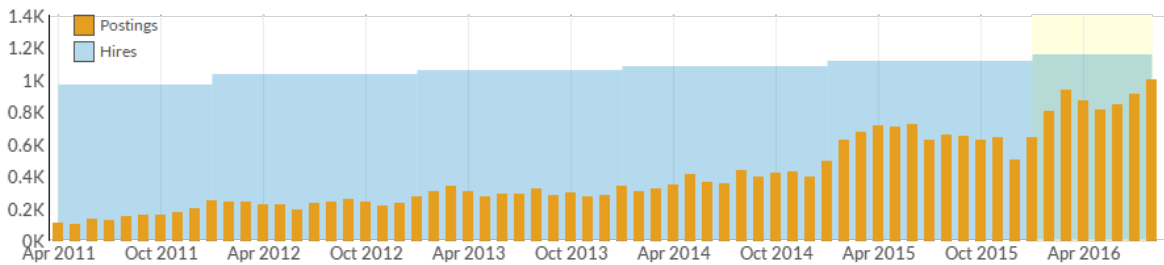
Industries Employing Accounting Technology/Technician and Bookkeeping Occupations

Industry	Occupation Group Jobs in Industry (2016)	% of Occupation Group in Industry (2016)	% of Total Jobs in Industry (2016)
Offices of Certified Public Accountants	1,814	7.6%	23.8%
Other Accounting Services	1,031	4.3%	30.6%
Corporate, Subsidiary, and Regional Managing Offices	775	3.2%	3.9%
Colleges, Universities, and Professional Schools	686	2.9%	2.0%
Offices of Physicians (except Mental Health Specialists)	686	2.9%	4.2%

In an average month, there were 850 unique (internet) job postings for Accounting Technology jobs, and 1,154 actually hired from January 2016 to August 2016. This means there was approximately 2 hires for every 1 unique (internet) job posting for occupations in Accounting Technology. In cases where there were hires but no job postings, it suggests that the internet may not be the primary way that job openings for these occupations are advertised.

Job Postings vs. Hires

850	1,154
Avg. Monthly Postings (Jan 2016 - Aug 2016)	Avg. Monthly Hires (Jan 2016 - Aug 2016)



Occupation	Avg Monthly Postings (Jan 2016 - Aug 2016)	Avg Monthly Hires (Jan 2016 - Aug 2016)
Bookkeeping, Accounting, and Auditing Clerks	665	751
Payroll and Timekeeping Clerks	88	111
Billing and Posting Clerks	44	166
Tax Preparers	42	108
Statistical Assistants	12	3
Brokerage Clerks	0	14

The top five concentrated hard and soft skills employers list in Accounting Technology job posting descriptions are listed below. The “Postings with Skill” column is the total amount of (internet) job postings that mention the skills listed below. These numbers may be higher than the average monthly postings from above, because this number includes duplicated (internet) job postings. The “Relevance Scores” gauge relevance of the skill by indicating the frequency in which this skill is being mentioned in (internet) job postings for Accounting Technology compared to all other (internet) job postings.

Concentrated Hard Skills

Skill	Concentration Score	Postings with Skill
Accounts Payable	24.45	3,545
Bookkeeping	10.33	1,879
Accounts Receivable	8.88	2,146
OpenAP	8.14	4
Accounting	7.91	5,272

Concentrated Soft Skills

Skill	Concentration Score	Postings with Skill
Logical Reasoning	0.07	4
Literacy	0.01	83
Telephone Skills	0.01	86
Focusing	0.01	10

Appendix A - Data Sources and Calculations

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.

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.

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.

CareerBuilder/Emsi Job Postings

Job postings are collected from various sources and processed/enriched by Careerbuilder to provide information such as standardized company name, occupation, skills, and geography. Emsi performs additional filtering and processing to improve compatibility with Emsi data.

State Data Sources

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