

Labor Market Analysis: 0502.00/Accounting

Business Bookkeeping (Certificate requiring 8 to fewer than 16 semester units)

Los Angeles Center of Excellence, April 2023

Summary

Program Endorsement:	Endorsed: All Criteria Met <input type="checkbox"/>	Endorsed: Some Criteria Met <input checked="" type="checkbox"/>	Not Endorsed <input type="checkbox"/>
Program Endorsement Criteria			
Supply Gap:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Living Wage: (Entry-Level, 25th)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Education:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Emerging Occupation(s)			
	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

The Los Angeles Center of Excellence for Labor Market Research (LA COE) prepared this report to provide regional labor market supply and demand data related to two middle-skill occupations:

- **Bookkeeping, Accounting, and Auditing Clerks (43-3031)** Compute, classify, and record numerical data to keep financial records complete. Perform any combination of 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 postings pertaining to business transactions recorded by other workers.¹
- **Payroll and Timekeeping Clerks (43-3051)** Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.²

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.³ This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a supply gap for these middle-skill bookkeeping occupations in the region. The majority of annual openings have entry-level wages that are lower than the self-sufficiency standard wage in both Los Angeles and Orange counties,

¹ [Bookkeeping, Accounting, and Auditing Clerks : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

² [Payroll and Timekeeping Clerks \(bls.gov\)](#)

³ The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

yet typically require some college, but no degree. **Therefore, due to some of the criteria being met, the LA COE endorses this proposed program.** Detailed reasons include:

Demand:

- **Supply Gap Criteria** – Over the next five years, **10,885 jobs are projected to be available annually** in the region due to new job growth and replacements, **which is more than the three-year average of 1,949 awards conferred** by educational institutions in the region.
- **Living Wage Criteria** – Within Los Angeles County, the majority (92%) of annual job openings for these **middle-skill bookkeeping occupations have entry-level wages below the self-sufficiency standard hourly wage** (\$18.10/hour).⁴
- **Educational Criteria** – Within the greater LA/OC region, **92% of the annual job openings** for these middle-skill occupations related to bookkeeping **typically require some college, but no degree.**
 - Furthermore, the national-level educational attainment data indicates **between 48% and 49% of workers in the field have completed some college or an associate degree.**

Supply:

- **All 28 community colleges** in the greater LA/OC region issue awards related to accounting, conferring an average of **1,885 awards annually** between 2018 and 2021.
- Between 2017 and 2020, there was an average of **64 awards conferred annually** in related training programs by non-community college institutions throughout the greater LA/OC region.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for these middle-skill bookkeeping occupations. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to increase by 2% through 2026. There will be nearly 10,900 job openings per year through 2026 due to job growth and replacements.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties⁵

Geography	2021 Jobs	2026 Jobs	2021-2026 Change	2021-2026 % Change	Annual Openings
Los Angeles	60,962	62,362	1,400	2%	7,891
Orange	23,187	23,731	544	2%	2,994
Total	84,149	86,092	1,944	2%	10,885

⁴ Self-Sufficiency Standard wage data was pulled from The Self-Sufficiency Standard Tool for California. For more information, visit: <http://selfsufficiencystandard.org/california>.

⁵ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Wages

The labor market endorsement in this report considers the entry-level hourly wages for these middle-skill bookkeeping occupations in Los Angeles County as they relate to the county's self-sufficiency standard wage. Orange County wages are included below in order to provide a complete analysis of the greater LA/OC region. Detailed wage information, by county, is included in Appendix A.

Los Angeles County

The majority (92%) of annual openings for middle-skill bookkeeping occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$18.10 in Los Angeles County). Typical entry-level hourly wages are in a range between \$17.95 and \$22.15. One occupation in this report has typical entry-level wages above the county's self-sufficiency standard: *payroll and timekeeping clerks* (\$22.15). Experienced workers can expect to earn wages between \$29.69 and \$30.46, which are higher than the self-sufficiency standard.

Exhibit 2: Earnings for Occupations in LA County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	\$17.95	\$23.02	\$29.69	\$47,900
Payroll and Timekeeping Clerks (43-3051)	\$22.15	\$28.87	\$30.46	\$60,000

*rounded to the nearest \$100

Orange County

The majority (92%) of annual openings for middle-skill bookkeeping occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$20.63 in Orange County). Typical entry-level hourly wages are in a range between \$17.97 and \$21.54. One occupation in this report has typical entry-level wages above the county's self-sufficiency standard: *payroll and timekeeping clerks* (\$21.54). Experienced workers can expect to earn wages between \$29.22 and \$29.42, which are higher than the self-sufficiency standard.

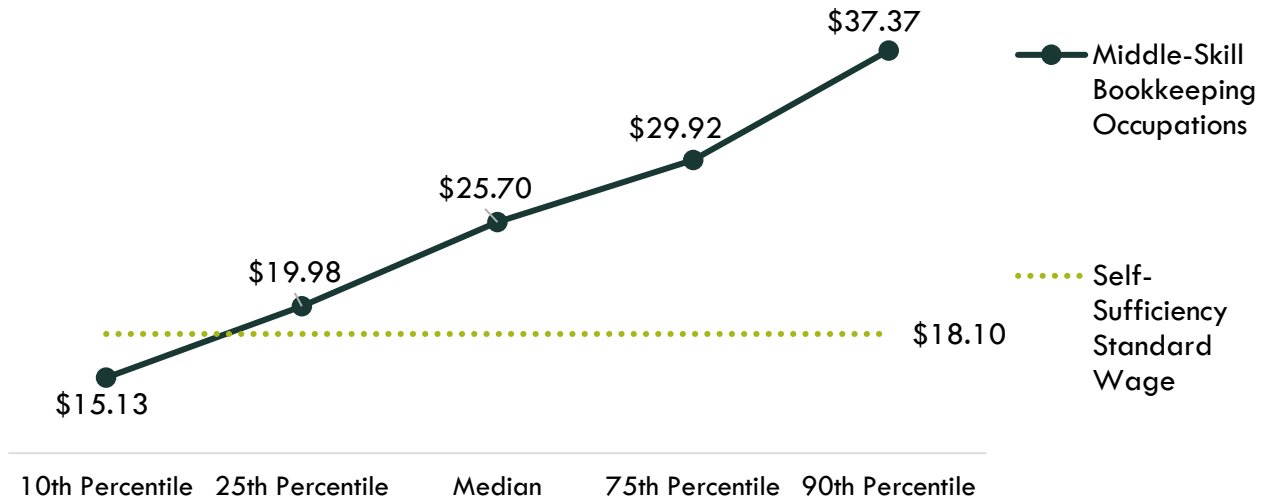
Exhibit 3: Earnings for Occupations in Orange County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	\$17.97	\$22.84	\$29.22	\$47,500
Payroll and Timekeeping Clerks (43-3051)	\$21.54	\$27.84	\$29.42	\$57,900

*rounded to the nearest \$100

On average, the entry-level earnings for the occupations in this report are \$19.98; this is above the living wage for one single adult in Los Angeles County (\$18.10). Exhibit 4 shows the average wage for the occupations in this report, from entry-level to experienced workers.

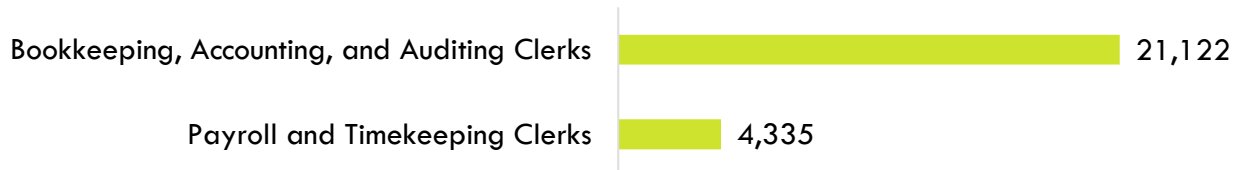
Exhibit 4: Average Hourly Earnings for Middle-Skill Bookkeeping Occupations in LA/OC



Job Postings

There were 25,457 online middle-skill job postings related to bookkeeping listed in the past 12 months. Exhibit 5 displays the number of job postings by occupation. The majority of job postings (83%) were for *bookkeeping, accounting, and auditing clerks*, followed by *payroll and timekeeping clerks* (17%). The highest number of job postings were for accounting clerks, accounts payable specialists, bookkeepers, accounts payable clerks, and payroll specialists. The top skills were accounting, accounts payable, invoicing, accounts receivable, and bookkeeping. The top three employers, by number of job postings, in the region were all staffing companies Robert Half, AppleOne, and Aston Carter. The top companies (not staffing companies) were Rice Gorton Pictures, Intuit, and U.S. Customs and Border Production.

Exhibit 5: Job postings by occupation (last 12 months)



Educational Attainment

The Bureau of Labor Statistics (BLS) lists the following typical entry-level education levels for the occupations in this report:

- **Some college, no degree:** *Bookkeeping, accounting, and auditing clerks*
- **High school diploma or equivalent:** *Payroll and timekeeping clerks*

In the greater LA/OC region, the majority of annual job openings (92%) typically require some college, but no degree. Furthermore, the national-level educational attainment data indicates between 48% and 49% of workers in the field have completed some college or an associate degree. Of the 54% of middle-skill bookkeeping job postings listing a minimum education requirement in the greater Los Angeles/Orange County region, 39% (13,728) requested high school or vocational training, 19% (2,673) requested an associate degree, and 42% (5,720) requested a bachelor's degree.

Educational Supply

Community College Supply

Exhibit 6 shows the annual and three-year average number of awards conferred by community colleges in the related TOP code: Accounting (0502.00). The colleges with the most completions in the region are East LA, Irvine, and Mt. San Antonio.

Exhibit 6: Regional community college awards (certificates and degrees), 2018-2021

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
0502.00	Accounting	Cerritos	29	49	22	33
		Citrus	18	18	22	19
		Compton	1	-	-	0
		East LA	635	577	335	516
		El Camino	16	13	15	15
		Glendale	63	63	79	68
		LA City	5	7	16	9
		LA Harbor	8	15	33	19
		LA Mission	8	26	33	22
		LA Pierce	29	39	35	34
		LA Southwest	1	-	2	1
		LA Trade-Tech	21	12	10	14
		LA Valley	34	46	51	44
		Long Beach	42	63	49	51
		Mt San Antonio	174	187	186	182
		Pasadena	23	16	23	21
		Rio Hondo	14	18	30	21
		Santa Monica	78	217	195	163
		West LA	15	6	16	12
		LA Subtotal			1,214	1,372
		Coastline	49	40	51	47
		Cypress	8	6	3	6

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
		Fullerton	17	9	25	17
		Golden West	36	17	30	28
		Irvine	201	316	208	242
		Orange Coast	104	124	94	107
		Saddleback	38	36	19	31
		Santa Ana	198	125	104	142
		Santiago Canyon	7	6	46	20
		OC Subtotal	658	679	580	639
Supply Total/Average			1,872	2,051	1,732	1,885

Non-Community College Supply

For a comprehensive regional supply analysis, it is important to consider the supply from other institutions in the region that provide training programs for middle-skill bookkeeping occupations. Exhibit 7 shows the annual and three-year average number of awards conferred by these institutions in relevant programs. Due to different data collection periods, the most recent three-year period of available data is from 2017 to 2020. Between 2017 and 2020, non-community college institutions in the region conferred an average of 64 sub-baccalaureate awards. Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards.

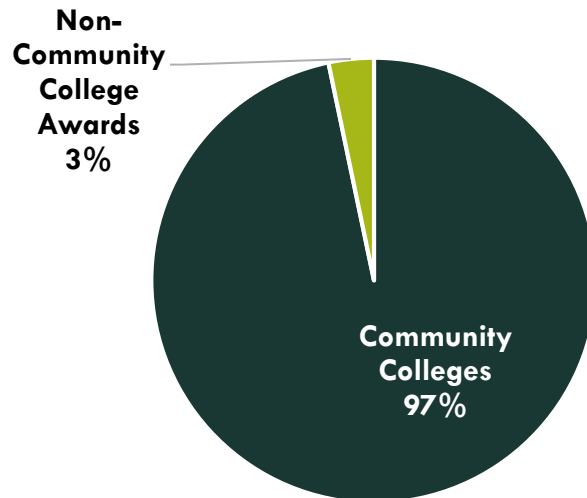
Exhibit 7: Regional non-community college awards, 2017-2020

CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
52.0301	Accounting	Abraham Lincoln Univ.	-	-	1	0
		LA Pacific College	-	10	7	6
		Pomona USD Adult and Career Education	3	-	-	1
52.0302	Accounting Technology/ Technician and Bookkeeping	ABC Adult School	19	22	21	21
		Advanced College	2	1	-	1
		Hacienda La Puente Adult Education	24	20	10	18
		InterCoast Colleges-Santa Ana	1	1	-	1
		LA Pacific College	-	-	4	1
		Premiere Career College	4	2	-	2
		Trident Univ. Int'l	-	5	-	2

CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
52.0305	Accounting and Business/Management	Abraham Lincoln Univ.	-	-	1	0
		National Career College	9	8	10	9
52.0399	Accounting and Related Services, Other	LA Pacific College	-	7	-	2
Supply Total/Average			62	76	54	64

Exhibit 8 shows the proportion of community college awards conferred in LA/OC compared to the number of non-community college awards for the programs in this report. Nearly all awards conferred in these programs are awarded by community colleges in the LA/OC region.

Exhibit 8: Community College Awards Compared to Non-Community College Awards in LA/OC Region, 3-Year Average



Appendix A: Occupational demand and wage data by county

Exhibit 9. Los Angeles County

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	55,619	57,036	1,417	3%	7,273	\$17.95	\$23.02	\$29.69
Payroll and Timekeeping Clerks (43-3051)	5,343	5,326	(17)	(0%)	618	\$22.15	\$28.87	\$30.46
Total	60,962	62,362	1,400	2%	7,891	-	-	-

Exhibit 10. Orange County

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	21,161	21,752	591	3%	2,768	\$17.97	\$22.84	\$29.22
Payroll and Timekeeping Clerks (43-3051)	2,026	1,979	(47)	(2%)	225	\$21.54	\$27.84	\$29.42
Total	23,187	23,731	544	2%	2,994	-	-	-

Exhibit 11. Los Angeles and Orange Counties

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	% Age 55 and older*	Typical Entry-Level Education
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	76,780	78,787	2,008	3%	10,041	40%	Some college, no degree
Payroll and Timekeeping Clerks (43-3051)	7,369	7,305	(64)	(1%)	844	29%	HS diploma or equivalent
Total	84,149	86,092	1,944	2%	10,885	-	-

*The average percentage of workers age 55 and older across all occupations in the greater LA/OC region is 27%. *Bookkeeping, accounting, and auditing clerks* have a larger share of older workers, which typically indicates greater replacements needs to offset the amount of impending retirements.

Appendix B: Sources

- O*NET Online
- Lightcast (formerly Emsi)
- Bureau of Labor Statistics (BLS)
- California Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor’s Office Management Information Systems (MIS)
- Self-Sufficiency Standard at the Center for Women’s Welfare, University of Washington
- Chancellor’s Office Curriculum Inventory (COCI 2.0)

For more information, please contact:

Luke Meyer, Director
 Los Angeles Center of Excellence
Lmeyer7@mtsac.edu

