

## A.A.S. in Accounting

### Description of the Accounting Program:

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The A.A.S. in Accounting trains students for entry-level career positions in the accounting profession and provides students with an educational foundation to pursue advanced accounting studies at any four-year college leading to a bachelor's degree.

### For more information, see link below

[http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Accounting-AAS\\_1.pdf](http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Accounting-AAS_1.pdf)

### Skills:

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**Communication Skills:** You need to be able to confidently communicate technical information to others with no accounting knowledge. It is important to be able to communicate clearly at all levels of the business.

**Numerical Competence:** There's no need to be a Math genius but you must be comfortable with numbers and many employers also like individuals to have good grades in Math.

**Interpersonal Skills:** You must be able to interact with others. Building relationships with people in the business is important as they will help you carry out your role.

**Problem Solving:** In accounting you will often need to determine the best way to solve a problem. You may encounter challenges so it is important you find a way to overcome obstacles.

**Time Management:** Accountants often work on several projects at a time so you need to manage and prioritize your work load to meet goals and deadlines.

**Attention to Detail:** You have to pay attention to small details as miscalculations can lead to misinterpretation. Your training will teach you to take a methodical approach.

### Employment Opportunities:

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Accounts Receivable Clerk, Accounting Assistant, Billing Clerk, Bookkeeper, Management Trainee, Payroll Clerk, Financial Record Keeper, Tax Advisor and more.

### Job Outlook:

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Employment of bookkeeping, accounting, and auditing clerks is projected to decline 8 percent from 2014 to 2024.

**Career Path:** <http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>

The median annual wage for bookkeeping, accounting, and auditing clerks was \$38,390 in May 2016. Most bookkeeping, accounting, and auditing clerks need a high school diploma. However, some employers prefer candidates who have some postsecondary education, particularly coursework in accounting. With appropriate experience and a bachelor's degree some bookkeeping, accounting, and auditing clerks may become [accountants or auditors](#). The median annual wage for accountants and auditors (a bachelor's degree is needed) was \$68,150 in May 2016.

**Career Coach** – Search career information and current local wage data

<https://hostos-cuny.emsicc.com/careers/bookkeeping-accounting-and-auditing-clerk/about>