

Process of Approval for Programs Subject to Academic Senate Purview

New Certificate: **Apprenticeship ACCOUNTING TECHNICIAN CERTIFICATE**

- Program description, Curriculum details, FTES requirement, Program maps and PSLO's (page 1-4)
- Division of Apprenticeship Standards (DAS) Apprenticeship Program Summary Sheet. Support for the program on campus. I am working with CTE, Admin, District on this apprenticeship in conjunction with Robert Half, (page 5-10)
- Robert Half Apprenticeship program details, course work and competencies (page 5 -10)
- Need or demand, see LMI data, see documentation (page 10 – 11)
- Anticipated resources/costs: None required. All classes are currently developed classes that are scheduled each semester (online, on-campus, or hybrid). No classified or admin support required
- Mission Appropriateness: Relevant to: *offers educational opportunities and support for completion of students' career-technical goals*

1. **Program description, Curriculum details, FTES requirements Program maps, Course description and PSLO's:** (page 1-4)

i) **Curriculum required: Apprenticeship Accounting Technician**

APAT 51	FINANCIAL ACCOUNTING	4
APAT 52	MANAGERIAL ACCOUNTING	4
APAT 53	INTRODUCTION TO EXCEL	4
APAT 54	BUSINESS MATHEMATICS	3
APAT 55	QUICKBOOKS ACCOUNTING	2
APAT 56	FEDERAL INCOME TAX	3
TOTAL UNITS		20

- ii) **FTES/FTEF required:** None required. All the above classes are regularly scheduled in Fall and Spring semesters

- iii) **Required courses and Implementation Schedule:** Start Fall 2022

2 semesters:

Fall	Spring
APAT 51	APAT 52
APAT 54	APAT 53
APAT 55	APAT 56

For 3 semesters:

Fall	Spring	Fall
APAT 51	APAT 52	APAT 54
APAT 55	APAT 53	APAT 56

- iv) **Outcomes:** success will be measured by the number of students who are employed during/after the apprenticeship

v) **Program Map:****2 SEMESTER PROGRAM****MAP:****SEMESTER 1: FALL**

COURSES	UNITS	SEMESTER OFFERED	PRE-REQ	ADVISORY NOTES
APAT 51	4	FALL/SPRING	NO	
APAT 54	3	FALL/SPRING	NO	
APAT 55	2	FALL/SPRING	NO	
SEMESTER TOTAL	9			

SEMESTER 2: SPRING

COURSES	UNITS	SEMESTER OFFERED	PRE-REQ	ADVISORY NOTES
APAT 52	4	FALL/SPRING	YES	APAT 51 IS PRE-REQ FOR APAT 52
APAT 53	4	FALL/SPRING	NO	
APAT 56	3	FALL/SPRING	NO	
SEMESTER TOTAL	11	FALL/SPRING		
TOTAL MAJOR COURSEWORK	20			
TOTAL UNITS REQUIRED	20			

3 SEMESTER 3 MAP:**SEMESTER 1: FALL**

COURSES	UNITS	SEMESTER OFFERED	PRE-REQ	ADVISORY NOTES
APAT 51	4	FALL/SPRING	NO	
APAT 55	2	FALL/SPRING	NO	
SEMESTER TOTAL	6			

SEMESTER 2: SPRING

COURSES	UNITS	SEMESTER OFFERED	PRE-REQ	ADVISORY NOTES
APAT 52	4	FALL/SPRING	YES	APAT 51 IS PRE-REQ FOR APAT 52
APAT 53	4	FALL/SPRING	NO	
SEMESTER TOTAL	8			

SEMESTER 3: FALL

COURSES	UNITS	SEMESTER OFFERED	PRE-REQ	ADVISORY NOTES
APAT 54	3	FALL/SPRING	NO	
APAT 56	3	FALL/SPRING	NO	
SEMESTER TOTAL	6			
TOTAL MAJOR COURSEWORK	20			
TOTAL UNITS REQUIRED	20			

- vi) **Course Description:** These courses align with outcomes, core competencies and performance criteria listed in Robert Half's Accounting Technician Apprenticeship program.

APAT 51 FINANCIAL ACCOUNTING 4.00 UNITS

This course provides an introduction to accounting as an information system; examining why it's important, and how it's used by investors and creditors to make decisions. Includes the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles and comparing it to international financial reporting standards, preparation and analysis of the classified financial statements for merchandising and service companies. Also includes issues related to recording and valuation of assets, liabilities, equities and cashflow, recognition of revenues, expenses using effective internal controls and ethical standards.

APAT 52 MANAGERIAL ACCOUNTING 4.00 UNITS

A study of the use of accounting data for managerial purposes including; planning, directing, and controlling activities. Includes broad coverage of concepts, structures, classifications, and behaviors of costs. Topics include; job costing, process costing, activity-based costing, relationship between cost, volume and profitability, relevant range, standard costing, profit planning and budgeting, static and flexible budgeting, responsibility accounting and segment reporting, absorption and variable costing and capital expenditure decisions. Prerequisite: Financial Accounting with a C or better

APAT 53**INTRO TO SPREADSHEETS****4:00 UNITS**

CIS 54 EXCEL: INTRO TO 4 UNITS SPREADSHEETS This is a comprehensive spreadsheet class using Microsoft Excel to create a variety of spreadsheets with emphasis on business applications. Introductory, intermediate, and advanced topics are covered. Introductory topics include entering, editing, and formatting data, creating basic formulas using arithmetic operator and functions, creating charts, saving and printing worksheets. Intermediate topics include using Excel's Table features for sorting filtering and summarizing data, creating PivotTables, working with multiple worksheets and workbooks, naming cells, data validation, recording macros, and protecting worksheets. Advanced topics include using financial functions such as PMT, RATE, FV, creating nested IFs, using VLOOKUP and HLOOKUP functions, using What-If analysis tools such as Goal Seek, one and two variable Data Tables, and Scenario Manager, sharing workbooks, and integrating Excel with other Office applications. Strongly Recommended: CIS 50 with a minimum grade of C. 54 hours lecture, 54 hours laboratory. Transfer: CS

APAT 54**BUSINESS MATHEMATICS****3.00 UNITS**

This course focuses on learning computations for typical business transactions including; simple interest, compound interest, installment sales, trade and cash discounts, mark-on percent's, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits. 54 hours lecture. Transfer: CSU

APAT 55**QUICKBOOKS ACCOUNTING****3.00 Units**

BUSN 61 QUICKBOOKS ACCOUNTING 2 UNITS Introduction to the use of QuickBooks accounting software to process transactions related to a service and merchandising company. Specific topics include using company files, sales and receivables, payables and purchases, bank and credit card reconciliations, end of period transactions and payroll. Transactions include journalizing, adjusting entries, closing entries, bank reconciliation and preparing financial statements.

APAT 56**FEDERAL INCOME TAX ACCOUNTING****3:00 UNITS**

A study and analysis of the principles of federal income tax applied to employees, self-employed individuals and rental income. Includes an overview of taxes related to partnerships, informational returns and corporate tax returns. Analysis of the Internal Revenue Code with examination of court rulings and regulations. Review of new legislation that alters existing tax law. Introduction to tax preparation software is included. 54 hours lecture. Transfer: CSU. Degree Applicable, Credit Grading Option: OP

- vii) **Program level Student learning outcomes (PSLO'S):**
- a. Upon completion of the Apprenticeship Certificate in Accounting Technician, apprentices are able to perform variety of functions in an accounting department including: recording accounting transactions, preparing period end adjustments, preparing an adjusted trial balance, record payroll related transactions and prepare bank reconciliation.
 - b. Upon completion of the Apprenticeship Certificate in Accounting Technician, apprentices are able to perform variety of functions in an accounting department including: maintain and update financial records, prepare and analyze financial statements, review bookkeepers' and clerks' work for accuracy and completeness, prepare individual income tax returns containing schedule A, B, C, D and E, maintain cost records and prepare and analyze budgets.

2. Division of Apprenticeship Standards (DAS) Apprenticeship Program Summary Sheet.

Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Accounting Technician

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

- Time-based
- Competency-based
- Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is competency based supplemented by the minimum required 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey worker ratio is: 5 Apprentice(s) to 1 Journey worker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate, which is: \$21.00.

- 1st Period: \$18.00 per hour
- 2nd Period: \$19.50 per hour
- Completion of Apprenticeship: \$21.00 per hour

The program sponsor will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. To advance from one period to the next, the apprentice shall have satisfactorily completed four competencies. The program sponsor will document pay increases of apprentices progressing through the learning competencies.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 12 weeks.



6. SELECTION PROCEDURES

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal opportunity regulation of the State of California.

The sponsor will evaluate and assess candidate eligibility against the minimum qualifications of the apprentice position. The top candidate(s) will be interviewed and the best qualified candidate(s) will be selected.



WORK PROCESS SCHEDULE

Accounting Technician

O*NET-SOC CODE: 43-3031.00

RAPIDS CODE: 1125

Work Process Schedule:

On the Job Training:	Validated by Manager / Mentor	Date
Principles and Practices		
1. Apply accounting fundamentals		
2. Apply accounting best practices		
Job Functions		
3. Manage cash and bank accounts		
4. Manage data and recordkeeping		
5. Manage payroll		
6. Manage accounts receivable/payable		
7. Return on company finances and taxes		
Tools and Technologies		
8. Use accounting software such as Enterprise Resource Planning (ERP) System		
9. Use Excel and/or reporting tools for preparation of financial statements and other reporting		
10. Use Excel and/or other reporting tools for analysis of financial statements and other reports		



Competencies and Performance Criteria

Foundational Competencies

#	Core or Optional	Description
Principles and Practices		
1.0	Core	Demonstrate knowledge of basic accounting fundamentals
2.0	Core	Demonstrate knowledge of accounting transactions and financial statements
Job Functions		
3.0	Core	Manage cash and bank accounts
4.0	Core	Manage data and recordkeeping
5.0	Core	Manage payroll
6.0	Core	Manage accounts receivable/payable
7.0	Core	Return on company finances and taxes

#	Core or Optional	Description
Job Function 3: Manage Cash and Bank Accounts		
3.1	Core	Collect cash from points of sale, record and store cash, and check receipts
3.2	Core	Reconcile cash and check receipts/expenditures with accounts receivable/payable
3.3	Core	Complete cash and check deposits/transfers at the bank (either electronically or in person)
3.4	Core	Manage accounts receivable/payable

#	Core or Optional	Description
Job Function 4: Manage Data and Recordkeeping		
4.1	Core	Input data from sales, purchases, and other receipts/expenditures
4.2	Core	Maintain employee records including information on new hires, termination and changes to employee conditions and benefits; and reconcile discrepancies (if applicable)
4.3	Core	Maintain customer and vendor profile data on customer relationship management (CRM) platform, Enterprise Resource Planning (ERP) System and/or Accounting software
4.4	Core	Analyze sales and purchasing data, providing relevant indicators to supervisors and other stakeholders



#	Core or Optional	Description
Job Function 5: Manage Payroll		
5.1	Core	Prepare and distribute payroll checks
5.2	Core	Manage company-provided and/or public benefits
5.3	Core	Collect and distribute payroll taxes

#	Core or Optional	Description
Job Function 6: Manage Accounts Receivable/Payable		
6.1	Core	Prepare, receive, and process vendor invoices
6.2	Core	Prepare, receive, and process customer invoices
6.3	Core	Maintain customer and vendor invoice information system

#	Core or Optional	Description
Job Function 7: Report on company finances and taxes		
7.1	Core	Generate expense, profit, and other financial reports, including building accounting and financial indicators
7.2	Core	Assist with and support the month-end and year-end closing process
7.3	Core	Prepare, file, and audit tax forms



Foundational Performance Criteria

Job Role	Accounting Technician		
O*NET Code	43-3031.00		
Apprenticeship Level	Foundation		
Guided Learning Hours			
Experiential Hours			
Competency Outcomes	Assessment Criteria	Core or Optional	Sign Off Signature and Date
1.0 Demonstrate knowledge of basic accounting fundamentals	<p>1.1 Revenue Recognition - Understand timing of execution and recording of the transaction. Also, record the associated costs incurred during the same period.</p> <p>1.2 Historical Cost - Report assets at the actual cost of acquisition and not at its market value. The exception being for highly marketable securities, which are valued at their fair market value. Intangible assets with impairments are also shown at their appropriate fair market value. For fixed assets depreciation is provided for in every accounting period.</p> <p>1.3 Matching - Report income earned during an accounting period with corresponding expenditure. All the costs related to the sale or revenue reported in a particular period are to be taken into account in that period only.</p> <p>1.4 Full Disclosure - Disclose all information relevant to users in financial statements.</p> <p>1.5 Objectivity - Information in the General Ledger should be objective, reliable, and accurate. Also, they should be free from personal bias. Above all, every transaction backed with adequate evidence such as vouchers, receipts, invoices, etc. as support.</p>	Core	
2.0 Demonstrate knowledge of accounting transactions and financial statements	<p>2.1 Demonstrates functional knowledge for recording journal entry in the general ledger</p> <p>2.2 Demonstrates ability to prepare account reconciliations</p> <p>2.3 Demonstrates an understanding for preparing financial statements including the Income and Expenditure Statement, Balance Sheet and Statement of Cash Flows</p>	Core	
3.0 Manage cash and bank accounts	<p>3.1 Collect cash from points of sale, record and store cash and check receipts</p> <p>3.2 Reconcile cash and check receipts/expenditures with accounts receivable/payable</p>	Core	



	3.3 Complete cash and check deposits/transfers at the bank (either electronically or in person)		
	3.4 Manage bank checking/spending accounts, credit card account activities, and monthly statements		
4.0 Manage data and recordkeeping	4.1 Input data from sales, purchases, and other receipts/expenditures	Core	
	4.2 Maintain employee records including information on new hires, terminations, and changes to employee conditions and benefits; and reconcile discrepancies (if applicable)		
	4.3 Maintain customer and vendor profile data on customer relationship management (CRM) platform (if it exists)		
	4.4 Analyze sales and purchasing data, providing relevant indicators to supervisors and other stakeholders		
5.0 Manage Payroll	5.1 Prepare and distribute payroll checks	Core	
	5.2 Manage company-provided and/or public benefits		
	5.3 Collect and distribute payroll taxes		
6.0 Manage accounts receivable and payable	6.1 Prepare, receive, and process vendor invoices	Core	
	6.2 Prepare, receive, and process customer invoices		
	6.3 Maintain customer and vendor invoice information system		
7.0 Report on company finances and taxes	7.1 Generate expense, profit, and other financial reports, including building accounting and financial indicators	Core	
	7.2 Assist with and support the month-end and year-end closing process		
	7.3 Prepare, file, and audit tax forms		
8.0 Demonstrate ability to maintain and troubleshoot applications	8.1 Demonstrate ability to troubleshoot company applications and related tools	Core	
	8.2 Demonstrate ability to troubleshoot scan issues		
	8.3 Demonstrate ability to work with vendors to correct issues or updates		
	8.4 Demonstrate ability to generate reports in various software applications		
	8.5 Demonstrate ability to create, review and analyze reports		
	8.6 Demonstrate ability to create and maintain dashboards		



RELATED INSTRUCTION OUTLINE

Accounting Technician

O*NET-SOC CODE: 43-3031.00

RAPIDS CODE: 1125

Related Instruction Descriptions: **Over the course of the term of apprenticeship, the instruction shall include, but not be limited to, completion of the following courses:**

- **Professional Foundational Instruction**
 - Robert Half Skill Port Coursework; 10 hours
- **Technical Foundational Instruction**
 - Payroll Accounting; 36 hours (If Applicable)
 - Financial Accounting; 90 hours
 - Managerial Accounting; 90 hours
 - Intermediate Accounting; 108 hours
 - Tax Accounting; 108 hours
 - Automated Accounting Methods and Procedures; 54 hours
- **Tools and Technology**
 - Microsoft Computer Applications; 90 hours OR QuickBooks; 54 hours
 - Robert Half Skill Port Coursework; 15 hours

Source: West Los Angeles College



Division of Apprenticeship Standards (DAS) Apprenticeship Program Summary Sheet

To: Jorge Marquez

From: Adriana Salmoran and Tsegay Arefaine

CC: Program Planning and Review

Date:

Program Name: The Robert Half Workforce and Innovation Program

Industry: Accounting/Audit Clerk/ Bookkeeping

DAS File No.:

CAI Grant Awardee: No

Actions:

- Proposed new apprentice program
- Existing apprenticeship program adding new occupations
- Existing apprenticeship program expanding area of operations
- Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

None

Disclaimer of Interest in the Building Trades and Dispatch Restriction:

The Robert Half Workforce and Innovation Program is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters' occupations.

Comments:

According to EMSI Occupational Overview, a nationally recognized data-driven Accounting, Bookkeeping, and Auditing Clerks workforce dashboard, there are 28,868 job postings in Alameda, Contra Costa, San Francisco and Santa Clara counties. The median annual salary for this position is \$55,010. The Robert Half Workforce and Innovation Program is looking to addressing the need to create highly qualified Accounting professionals through their apprenticeship program.

The Robert Half Workforce and Innovation Program will also be addressing the need for accounting professionals through their professional accounting track. The Robert Half Workforce and Innovation Program will oversee the



apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

Bookkeeping, Accounting, and Auditing Clerks in 4 California Counties







Occupation Overview

Bookkeeping, Accounting, and Auditing Clerks in 4 California Counties

Contents

What is Emsi Data?	1
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What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

1 Occupation

43-3030 Bookkeeping, Accounting, and Auditing Clerks

4 Counties

6001 Alameda County, CA

6013 Contra Costa County, CA

6075 San Francisco County, CA

6085 Santa Clara County, CA

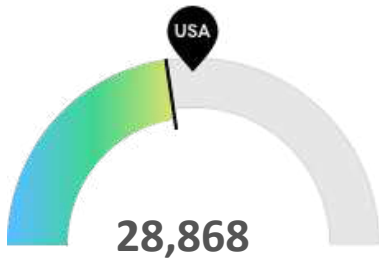
Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical areas.

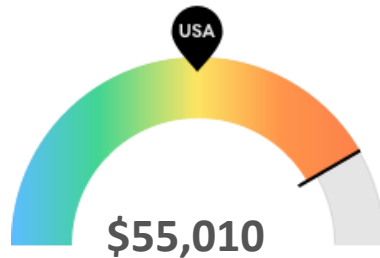
Executive Summary

Average Job Posting Demand Over a Thin Supply of Regional Jobs



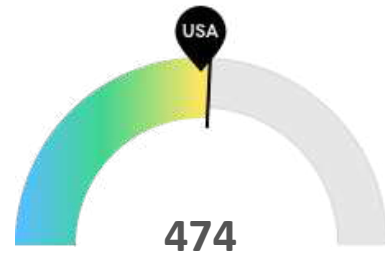
Jobs (2020)

Your area is not a hotspot for this kind of job. The national average for an area this size is 33,160* employees, while there are 28,868 here.



Compensation

Earnings are high in your area. The national median salary for Bookkeeping, Accounting, and Auditing Clerks is \$42,389, compared to \$55,010 here.



Job Posting Demand

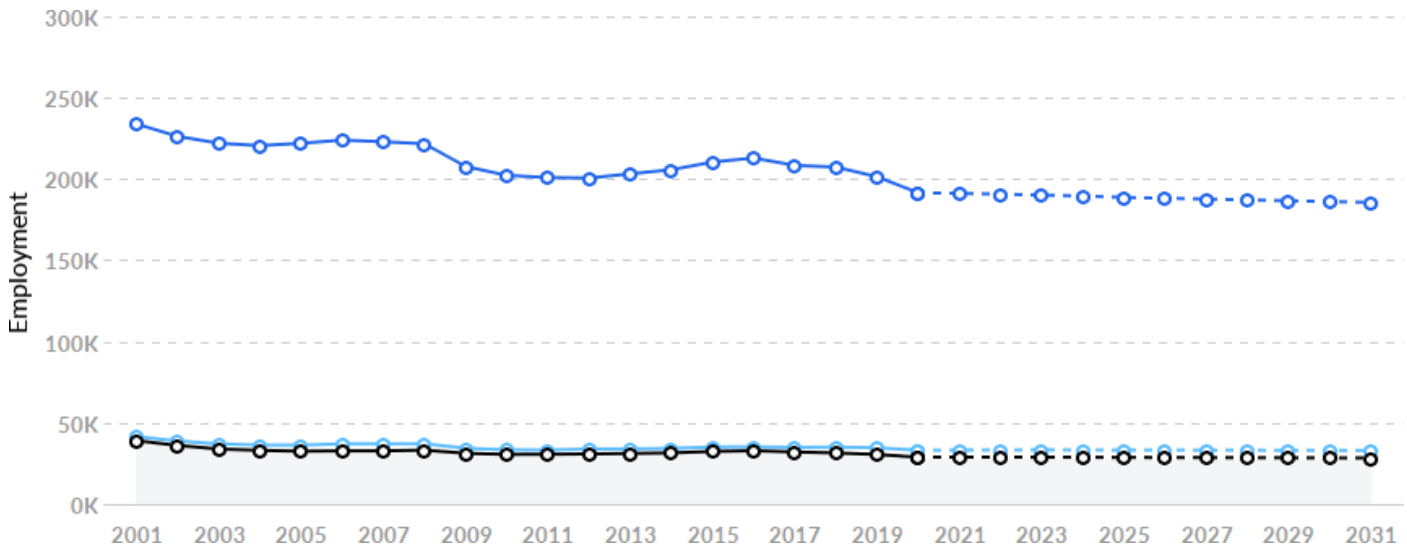
Job posting activity is about average in your area. The national average for an area this size is 454* job postings/mo, while there are 474 here.

*National average values are derived by taking the national value for Bookkeeping, Accounting, and Auditing Clerks and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

An average area of this size typically has 33,160* jobs, while there are 28,868 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



	Region	2020 Jobs	2025 Jobs	Change	% Change
A	4 California Counties	28,868	28,711	-157	-0.5%
A	National Average	33,160	33,262	101	0.3%
A	California	191,518	188,711	-2,806	-1.5%

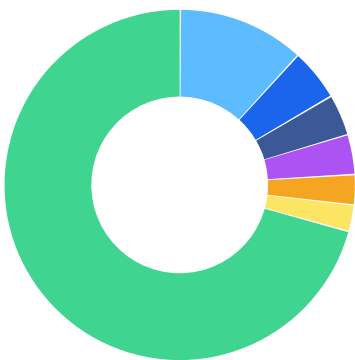
*National average values are derived by taking the national value for Bookkeeping, Accounting, and Auditing Clerks and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Regional Breakdown



County	2020 Jobs
Santa Clara County, CA	9,623
San Francisco County, CA	8,047
Alameda County, CA	7,381
Contra Costa County, CA	3,817

Most Jobs are Found in the Accounting, Tax Preparation, Bookkeeping, and Payroll Services Industry Sector

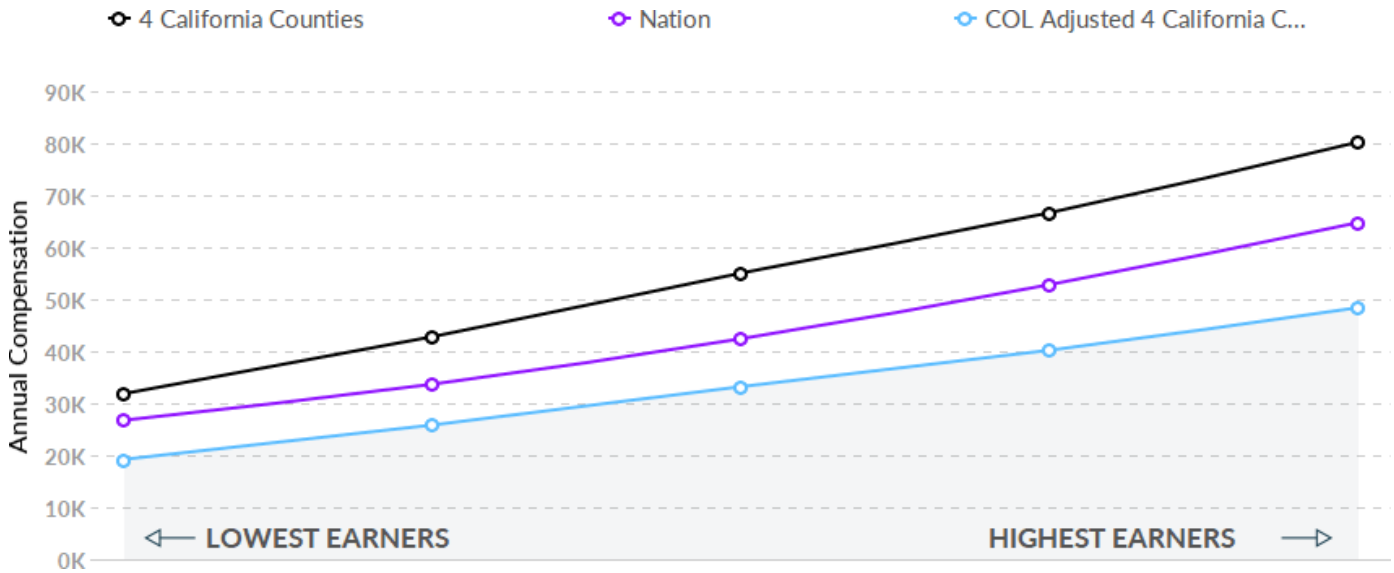


Industry	% of Occupation in Industry (2020)
A Accounting, Tax Preparation, Bookkeeping, and Payroll Services	11.7%
A Management of Companies and Enterprises	4.8%
A Local Government, Excluding Education and Hospitals	3.8%
A Computer Systems Design and Related Services	3.7%
A Building Equipment Contractors	2.8%
A Religious Organizations	2.5%
A Other	70.8%

Compensation

Regional Compensation Is 30% Higher Than National Compensation

For Bookkeeping, Accounting, and Auditing Clerks, the 2020 median wage in your area is \$55,010, while the national median wage is \$42,389.



Job Posting Activity



7,114 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Mar 2021.



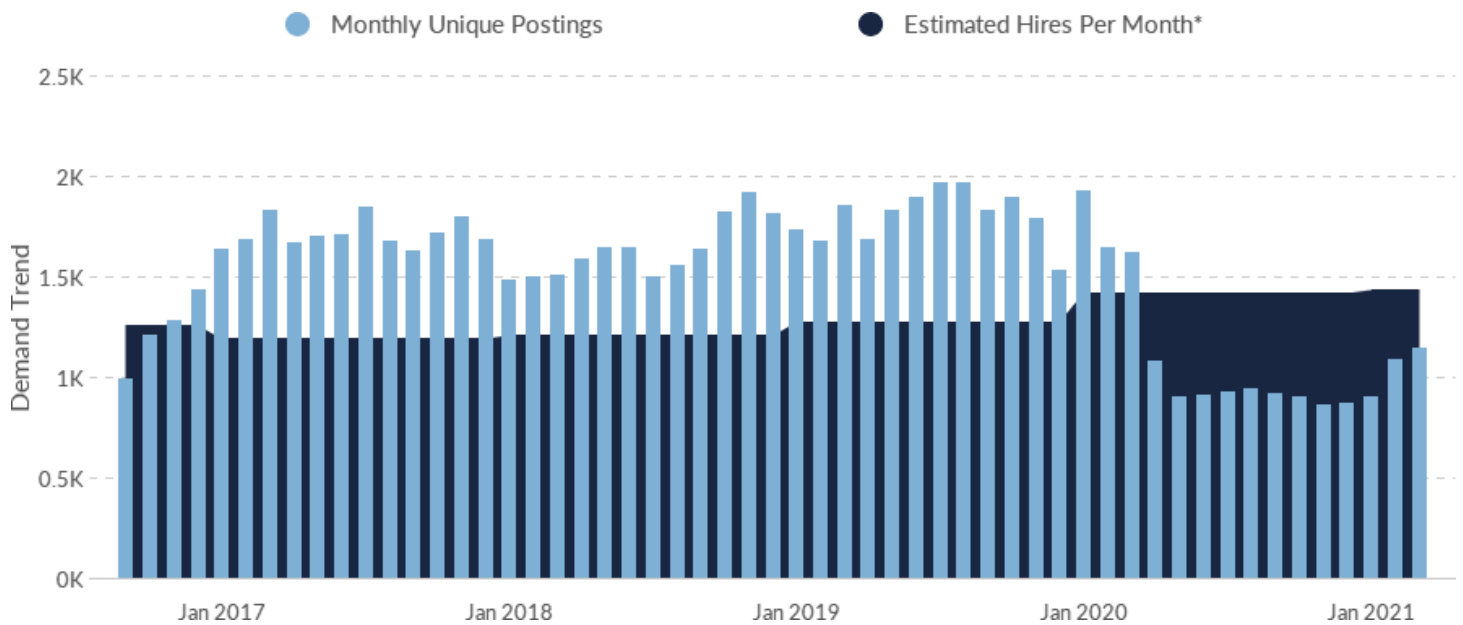
1,879 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Mar 2021.



31 Day Median Duration

Posting duration is 4 days shorter than what's typical in the region.



Occupation	Avg Monthly Postings (Jan 2020 - Mar 2021)	Avg Monthly Hires (Jan 2020 - Mar 2021)
Bookkeeping, Accounting, and Auditing Clerks	1,111	1,425



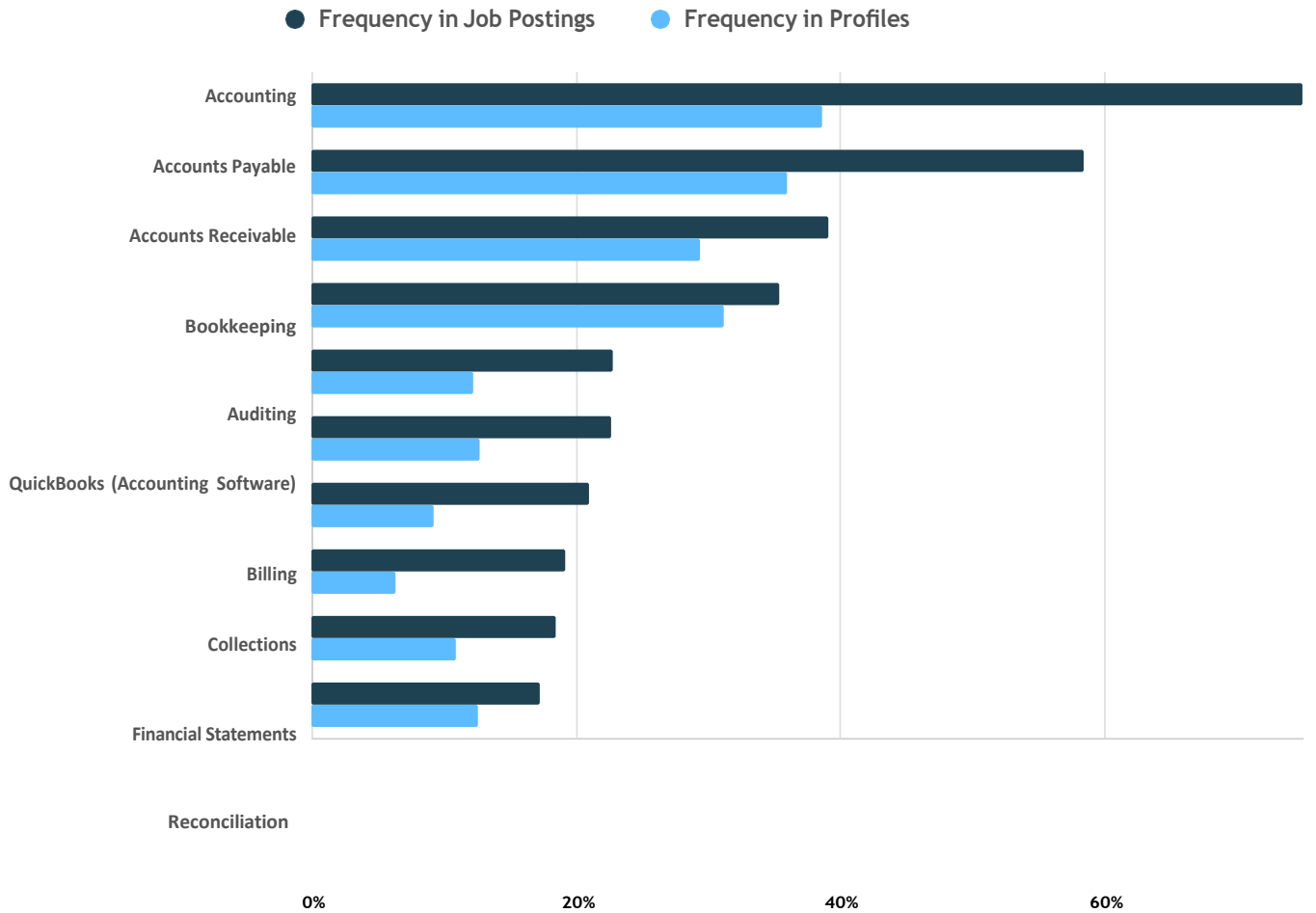
Occupation Overview

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Robert Half International Inc.	965 
Accountemps	413 
AppleOne	286 
Randstad N.V.	233 
Accounting Principals, Inc	152 
PrideStaff, Inc.	110 
Creative Financial Staffing LLC	74 
Intuit Inc.	67 
Nelson Meat Company	67 
Ledgent LLC	64 

Top Job Titles	Unique Postings
Accounts Payable Specialists	815 
Bookkeepers	541 
Accounting Clerks	523 
Accounts Payable Clerks	393 
Accounts Receivable Specialists	282 
Accounting Assistants	224 
Full Charge Bookkeepers	220 
Accounting Specialists	174 
Accounts Receivable Clerks	174 
Accounts Payable Accountants	128 

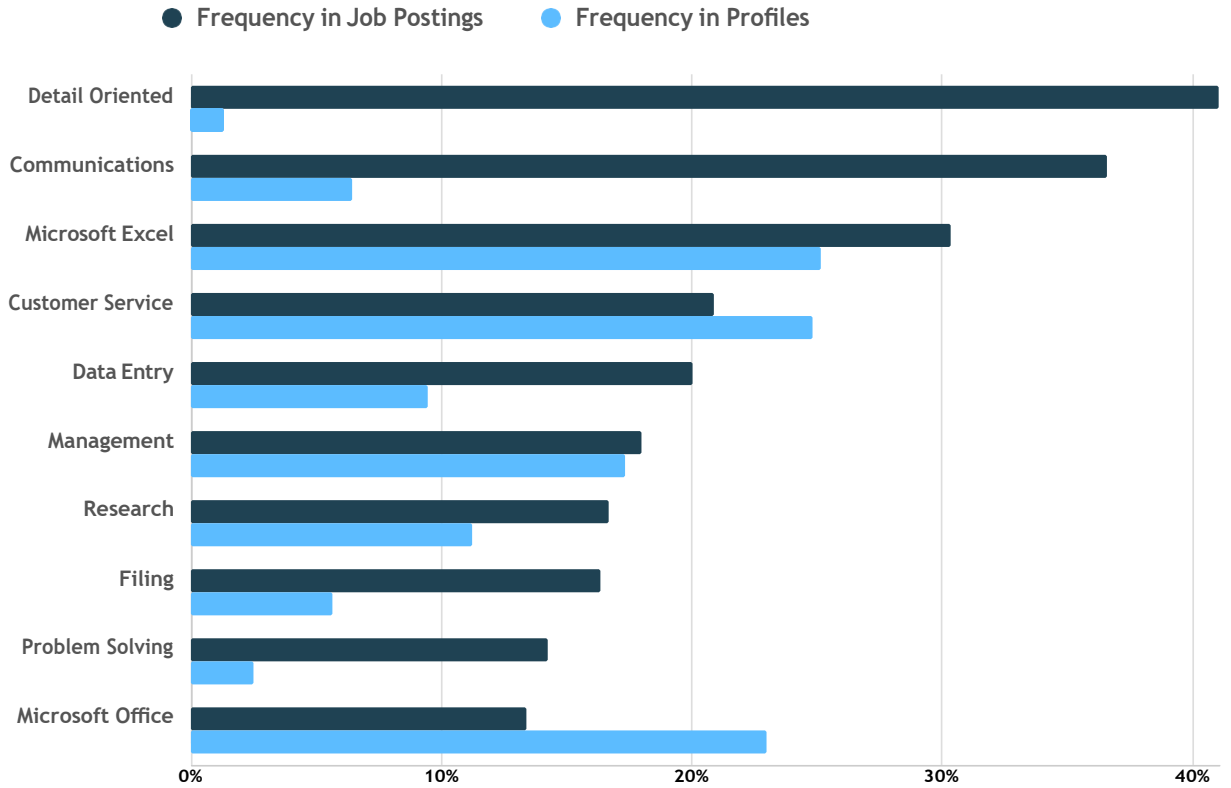
Top Hard Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Accounting	5,335	75%	4,806	39%
Accounts Payable	4,160	58%	4,471	36%
Accounts Receivable	2,780	39%	3,654	29%
Bookkeeping	2,521	35%	3,874	31%
Auditing	1,618	23%	1,524	12%
QuickBooks (Accounting Software)	1,612	23%	1,581	13%
Billing	1,496	21%	1,142	9%
Collections	1,365	19%	795	6%

Financial Statements	1,313	18%	1,364	11%
Reconciliation	1,233	17%	1,570	13%

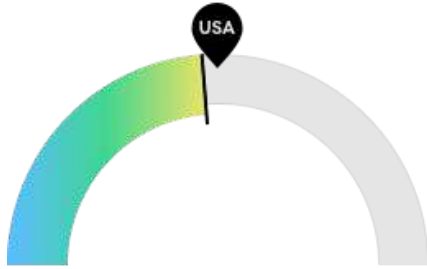
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Detail Oriented	2,922	41%	160	1%
Communications	2,603	37%	797	6%
Microsoft Excel	2,161	30%	3,128	25%
Customer Service	1,485	21%	3,085	25%
Data Entry	1,425	20%	1,178	9%
Management	1,279	18%	2,153	17%
Research	1,186	17%	1,399	11%
Filing	1,165	16%	699	6%
Problem Solving	1,013	14%	307	2%
Microsoft Office	953	13%	2,857	23%

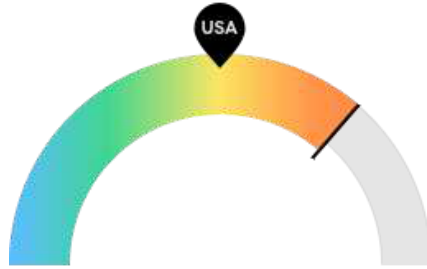
Demographics

Retirement Risk Is About Average, While Overall Diversity Is High



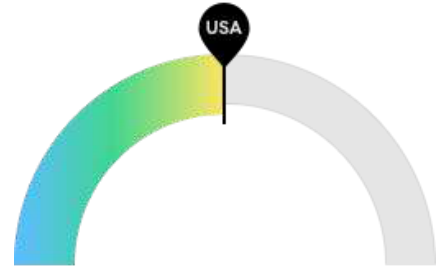
Retiring Soon

Retirement risk is about average in your area. The national average for an area this size is 10,999* employees 55 or older, while there are 10,257 here.



Racial Diversity

Racial diversity is high in your area. The national average for an area this size is 7,441* racially diverse employees, while there are 13,950 here.



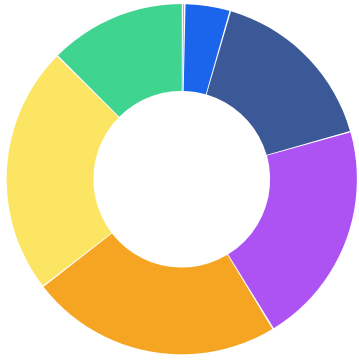
Gender Diversity

Gender diversity is about average in your area. The national average for an area this size is 25,444* female employees, while there are 25,363 here.

*National average values are derived by taking the national value for Bookkeeping, Accounting, and Auditing Clerks and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

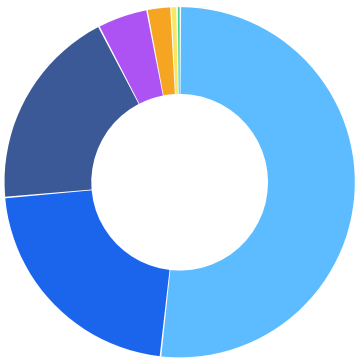
Occupation Age Breakdown

Occupation Overview



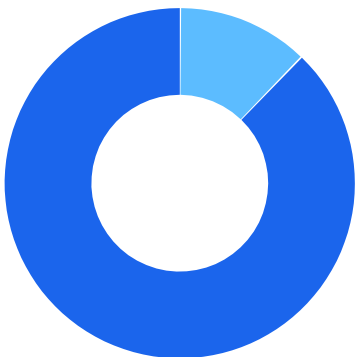
		% of Jobs	Jobs
A	14-18	0.2%	63
A	19-24	4.2%	1,211
A	25-34	16.1%	4,657
A	35-44	20.6%	5,961
A	45-54	23.3%	6,718
A	55-64	22.9%	6,609
A	65+	12.6%	3,648

Occupation Race/Ethnicity Breakdown



		% of Jobs	Jobs
A	White	51.7%	14,917
A	Asian	21.9%	6,310
A	Hispanic or Latino	18.8%	5,419
A	Black or African American	4.6%	1,335
A	Two or More Races	2.2%	634
A	Native Hawaiian or Other Pacific Islander	0.6%	164
A	American Indian or Alaska Native	0.3%	89

Occupation Gender Breakdown



		% of Jobs	Jobs
A	Males	12.1%	3,505
A	Females	87.9%	25,363

Occupational Programs



5 Programs

Of the programs that can train for this job, 5 have produced completions in the last 5 years.



942 Completions (2019)

The completions from all regional institutions for all degree types.



3,262 Openings (2019)

The average number of openings for an occupation in the region is 519.

CIP Code	Top Programs	Completions (2019)
52.0302	Accounting Technology/Technician and Bookkeeping	505
52.0301	Accounting	419
52.0305	Accounting and Business/Management	18

Top Schools	Completions (2019)
Santa Clara University	159
Ohlone College	112
Golden Gate University-San Francisco	76
De Anza College	70
University of San Francisco	67
Diablo Valley College	50
Saint Mary's College of California	46
Chabot College	41
Foothill College	40
San Jose State University	34

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.

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.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

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.

