

# EVCC CAREER PATHWAYS Bookkeeping Certificate

Career Cluster:

## BOOKKEEPING CERTIFICATE

EvCC has a very dedicated [Accounting and Bookkeeping Department](#).

Bookkeeping, accounting, and auditing clerks are an organization's financial recordkeepers. They compute, classify, record, and verify numerical data, to develop and maintain financial records.

In small establishments, bookkeeping clerks handle all aspects of financial transactions. They record debits and credits, compare current and past balance sheets, summarize details of separate ledgers, and prepare reports for supervisors and managers. They may also prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to the bank.

## EVCC ADMISSIONS OPTIONS

Students who have earned a high school diploma or GED or students over the age of 18 may apply to Everett Community College online. Alternative options are listed below. Remember,

Stay Close ~ Go Far with EvCC

[Admission Application](#)      [English as a Second Language](#)  
[Adult Basic Education](#)      [Youth Re-engagement](#)  
[College in the High School](#)      [Running Start](#)

## FOR MORE INFORMATION

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## BOOKKEEPING CAREER AND EMPLOYMENT OPTIONS

### BOOKKEEPING CERTIFICATE

[Bookkeeping Certificate](#) (50 credits)

This certificate is designed to provide technical skills for an entry-level position as bookkeeper or accounting technician. Typically, this program spans four quarters. Students may earn this certificate in preparation for employment and/or continue to complete more credits required for the Associate in Technical Arts degree. Job titles include Bookkeeper, Accounting Clerk, Accounts Payable Specialist

[O\\*NET Online](#)  
[CareerOneStop](#)  
[Bureau of Labor Statistics](#)

## ACCOUNTING CAREER AND EMPLOYMENT OPTIONS

### ATA DEGREE

[Accounting Associate in Technical Arts](#) (90 credits)

This degree provides coursework needed to enhance existing accounting and business skills or to prepare a person for a career as a staff accountant in industry, government or private accounting firms. Please note that this program is not sufficient preparation for the CPA exam. Job titles include Accountant, Accounting Manager, Business Analyst.

[O\\*NET Online](#)  
[CareerOneStop](#)

## TRANSFER OPTIONS

The ATA degree has limited transferability to universities. However, [Central Washington University offers a Bachelor of Applied Science in Information Technology and Administrative Management \(ITAM\)](#) on the EvCC campus that accepts the ATA degree.

EvCC also offers the Associate in Business (90 credits) for those interested in a business administration, accounting or finance major at a university. This pathway is appropriate for persons seeking a career in professional accountancy and qualification to sit for the CPA examination. The Associate in Business program is described in a separate guide for [Business Administration and Accounting - Transfer](#).

## CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

Washington State Employment Security Department (WSESD) provides data and information about occupations and careers.

[WSESD Snohomish County High Demand Occupations](#)

## U.S DEPARTMENT OF EDUCATION GAINFUL EMPLOYMENT

For more information about EvCC graduation rates, the median debt of students who completed the program, and other important information, visit our website at [www.everettcc.edu/GainfulEmployment](http://www.everettcc.edu/GainfulEmployment)