



Explore a Career as an **OFFICE OR FINANCIAL CLERK**

Target Occupation Profile

What do Office and Financial Clerks do?

Office and financial clerks may hold a variety of different job titles, but often share similar working responsibilities and tasks. Some of these tasks include producing financial records for organizations, recording financial transactions for accuracy, and performing general office activities such as typing, operating office equipment and securing confidential materials. It is important that these professionals are detail-oriented and well-versed on regulatory compliance and maintaining company financial data. Sometimes they specialize in medical, insurance, hospital, logistics or manufacturing environments. They must be comfortable using computers to record and calculate data.

Office and Financial Clerks are in demand in Cook County!

Cook County employment of office and financial clerks is expected to grow through 2020. The U.S. Bureau of Labor Statistics recognizes careers in this field as growing about as fast as average compared to others.

Training & Educational Opportunities

You will have plenty of opportunities for employment as an office or financial clerk, but first you will need to complete on the job training or a certified program. Courses in math, finance, accounting and computers are helpful in gaining skills necessary to work in these fields. Aspiring clerks might prepare for this career by taking classes in keyboarding, word processing, spreadsheets and business communications.

As an Office and Financial Clerk you will:

- Analyze and summarize documents
- Operate telephone and office equipment
- Use bookkeeping software, online spreadsheets and databases
- Schedule meetings, travel plans and billing
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer

Office or Financial Clerk

Training Providers

There are many training providers available in Cook County to supply you with the training you need for a career as an office or financial clerk.

To access a list of training providers for these occupations and many more, please visit Illinoisworknet.com and select the 'Training and Credentials' menu option to view 'WIOA Approved Training Programs.'



Types of Employers

There are many different types of companies that employ office and financial clerks in Cook County, including:

- Financial offices
- Construction companies
- Physician and medical offices
- Staffing agencies
- Transportation and warehousing companies

Wages & Openings

Office and Financial Clerk Employment Data for Cook County	
Average Starting Hourly Wage	\$11.58
Average Hourly Wage With Experience	\$18.48
Average Annual Job Openings Cook County	2,959
Average Annual Job Openings Chicago Metro	3,437

*Source: Emsi, 2017.2

Opportunities

After earning your certificate or degree as an office or financial clerk, you will have many opportunities for advancement and specialization. Some opportunities include:

- Administrative Assistant
- Group Team Leader
- Budget Analyst
- Financial Analyst
- Senior Bookkeeper
- Secretary



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