



# Entry-Level Positions for Accounting Technician Dip

MTI College » MTI News, Events, and More » **Entry-Level Positions for Accounting Technician Diploma Hol**



Every company, regardless of its size, requires accounting personnel to manage its bookkeeping, handle payroll and maintain account data. Students who enroll in the **MTI Accounting Technician Diploma program** discover that the comprehensive training they receive will help prepare them for entry-level positions in accounting or bookkeeping.

## How to Tell if an Accounting Career is Right for You

Have you always liked working with numbers? Do you prefer detailed assignments? Do you like keeping records of what you spend and save? Are you the one your family and friends turn to when they aren't sure about a calculation? If so, a career in accounting may be right for you.

## How the Program Prepares You for an Accounting Career

In less than a year, MTI can put you on the fast track to a career in accounting or bookkeeping. Your expert instructors use a combination of lectures, videos and discussions in real-life scenarios, to prepare you for situations that you may encounter in the workforce. In addition, you will learn the latest computer-based software that organizations throughout California, and around the country, use every day.

During your MTI accounting technician training, you learn to:

- Prepare taxes
- Analyze financial data
- Calculate interest data
- Record payroll information
- Record and depreciate fixed assets
- Post transaction details
- Reconcile year-end business data
- Monitor loans
- Use databases and spreadsheets

All of these skills provide an essential foundation for your career as an accounting technician.

## How MTI College Helps You Find an Entry-level Accounting or Bookkeeping Job

MTI's responsibility to you, the student, doesn't end with your final exam. You'll have an advocate working with you as you embark on your career. MTI will assist you with creating your résumé to best accentuate your skills and help you in your job search by preparing you for interviews.

MTI has many connections in the business world, and its **Career Services** department is committed to help graduates find their all-important first jobs. As a matter of fact, MTI has a high success rate placing students who have completed the accounting technician diploma program.

## What an Accounting Technician Does

An **accounting technician** learns versatile skills needed in companies of various sizes and industries. As an accounting technician, you will support a business and its financial goals. Even as an entry-level employee your input will be very important in helping a business report and control its operating expenditures. If your entry-level accounting technician job is in a large company, your specific job duties could be more special than they might be in a smaller company, where you may use your skills to perform a variety of functions.

Regardless of the company you eventually sign on with, the training you receive at MTI College will provide you with a strong foundation in basic accounting concepts that you will use throughout your career. Some of the **job responsibilities** for accounting technicians and clerks include:

- Using bookkeeping software, databases and spreadsheets to record data
- Making entries into the software and assigning the information to accounts
- Compiling data for reports, such as balance sheets, income statements and account totals

- Receiving and recording cash, check and voucher payments
- Assuring accuracy in figures and reports
- Working with expenditures, accounts receivable (payments that are due to your company) and accounts payable (bills that must be paid)
- Reconciling profit and loss statements

## Your MTI Training Can Prepare You for Entry-level Accounting and Bookkeeping Jobs

Your MTI Accounting Technician Diploma program can prepare you for an assortment of entry-level accounting and bookkeeping jobs.

These are a few entry-level positions that may interest you when it's time to begin your accounting career

- **Bookkeeping Clerk**

A **bookkeeper** serves an important role in a company's operations, and is responsible for some or all parts of the "general ledger" of accounts. That can mean posting all financial transactions, producing financial statements and reports, and preparing bank deposits. In a smaller company, the bookkeeper might also be responsible for payroll, preparing invoices and tracking overdue accounts.

- **Accounting Clerk**

An **accounting clerk** working in a large organization may have more specific duties than in its smaller counterpart. For example, you might be hired as the accounts receivable or accounts payable clerk. As an entry-level accounting clerk, you might post transaction details, add accounts or determine interest charges. You could also be responsible for monitoring loans to ensure that payments are current.

- **Auditing Clerk**

If you are a real stickler for details, an entry-level **auditing clerk** position might suit you well. You would be asked to quality-control figures, postings and documents to make sure that they are coded properly, and are mathematically correct. Accounting clerks might also be asked to look for, and note, calculation errors for accountants or other employees to fix.

- **Payroll Clerk**

Your job as a **payroll clerk** is to take the data from employees' time cards and compute the hours that they worked, as well as their commissions and deductions, and prepare their paychecks. You may also help process paperwork for new employees. Another responsibility is to look for discrepancies on time sheets and work charts, and reconcile them. Someone who enjoys working with computers may prefer this position, as it often entails using several types of accounting, database and human resources software to complete the work.

• **Tax Preparer**

Taxes are a part of life, but many individuals and small business owners either do not like preparing tax documents, or are not confident that they can do the job correctly. As a **tax preparer**, you would do the for them, collecting the supporting data, looking for deductions and credits, and offering advice on keep their taxes to a minimum.

Contact an admissions advisor at MTI College today to get the training you need for a rewarding job in accounting.

in Accounting Training

accounting

job training

Sacramento colle

**ABOUT**

- About MTI
- Accreditation
- Enrollment
- Disclosures
- Top 10 Advantages
- Compare MTI to other Vocational Colleges
- Graduate Testimonials
- Sex Discrimination and Sexual Misconduct Complaint and Grievance
- Jobs at MTI College

**PROGRAMS**

- Accounting Technician
- Administrative Office Professional
- Business Administration
- Paul Mitchell the School - Cosmetology
- Paul Mitchell the School - Barbering
- Legal Administrative Assistant
- Medical Assistant
- Medical Billing and Coding Professional
- Paralegal - On Campus
- Paralegal - OnlinePlus
- Phlebotomy Certification
- Network Administration and Security
- Technical Support Specialist (CompTIA A+)
- 2017 MTI College Catalog (PDF)

**SERVICES**

- Application to Attend
- Career Services
- Job Placement Rate (For Employers
- Financial Aid
- Guaranteed Graduate
- Salon Clinic Guest Se
- Veteran and Military
- Student Concerns