

Payroll and Timekeeping Clerks (43-3051)

Occupation description: Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes Bookkeeping, Accounting, and Auditing Clerks (43-3031).

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	506	538	6.3	22	29	54
United States	166,300	164,700	-0.9	7,000	9,300	16,140

Job outlook

Alaska: Alaska's employment growth is low with moderate employment opportunities. [Read more.](#)

2019 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	22.79	14.58	17.79	22.20	27.42	31.83
Alaska	24.90	17.82	20.68	24.73	29.14	33.10
Anchorage/Mat-Su Area	24.84	17.81	20.81	24.68	29.06	33.18
Fairbanks North Star Borough	23.72	17.82	19.86	23.17	26.64	30.55
Balance of State	25.46	17.33	20.78	25.67	29.99	34.20

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
484	38	7.9	48.5	39.0

2016 Potential Supply

Qualified but working in another occupation	124
Currently employed in a lower paid occupation	39
UI claimants previously working in occupation	47

2016 ALEXsys Employment Data

Number of registrants	453
Number of job position postings	42
Ratio of registrants to job position postings	10.8

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Moderate-term on-the-job training

Training Resources

	Degree
Computer Science	

	Degree
QuickBooks Training	

	Degree
Tax Preparer	Certificate

	Degree
Alaska Career College (Anchorage)	
Business: Accounting Technology	AAS
Business: Computer Technology	AAS
Business: Human Resources	Certificate

	Degree
Alaska Computer Business Solutions LLC (Anchorage)	
Access Boot Camp	
Access Level 1	
Access Level 2	
Access Level 3	
Acrobat Pro Level 1	
Acrobat Pro Level 2	
CyberSAFE Computer Security	
Excel Level 1	
Excel Level 2	
Excel Level 3	
Outlook 2013 Level 1	
Outlook 2013 Level 2	
QuickBooks 2 Day Training Basics	
QuickBooks Advance 1 Day (Requires Basic)	
Word Level 1	
Word Level 2	

Word Level 3	
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Alaska Housing Finance Corporation (Anchorage)	Degree
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Accuplacer Testing	
AlaskaHost Customer Service Essentials	
Basic Computer Skills Level 1	
Basic Computer Skills Level 2	
Basic Computer Skills Level 3	
Basic Keyboarding	
Internet Concepts and Applications	
Introduction to Personal Computers	
MS Digital Literacy Certification	
PC Repair	
Preparation for MOS Excel Certification	
Preparation for MOS Word Certification	
Proofreading	
Spreadsheets	
Using Your Galaxy Tablet	
Web Page Design	
Word Processing	

Alaska Job Corps (Palmer)	Degree
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Accounting Services	Certificate
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Alaska Technical Center (Kotzebue)	Degree
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Workplace Basics	
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Amundsen Educational Center (Soldotna)	Degree
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Quickbooks	
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AVTEC (Seward)	Degree
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Business & Office Technology Accounting Specialist	
Business & Office Technology Office Assistant	Certificate

Central Texas College, Fort Richardson/Elmendorf AFB (Fort Richardson)	Degree
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Accounting Technician	AAS
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Degree	
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Ilisagvik College (Barrow)

Accounting Technician I	Certificate
Accounting Technician II	Certificate
Data Analysis I	Certificate
Data Analysis II	Certificate
IC3 - Internet and Computing Core Certification	Certificate
Office Productivity	Endorsement

Degree	
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Literacy Council of Alaska (Fairbanks)

Computer Literacy	
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Degree	
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North Star Computing (Fairbanks)

Effective Business Writing	
Excel Complete	
Outlook Complete	
Project	
QuickBooks	
Word Complete	

Degree	
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Northern Industrial Training (Palmer)

Microsoft Excel / COMP002	
Microsoft Word / COMP007	

Degree	
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Partners for Progress in Delta, Inc (Delta Junction)

Business English	
Microsoft Excel	
Microsoft PowerPoint	
Microsoft Word	

Degree	
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Southwest Alaska Vocational and Education Center (Igiugig)

MS Access, Basic	
MS Excel, Advanced	
MS Excel, Intermediate	

MS Suite, Certificate of Completion	
Personal Computers/Cell Phones, Introduction	
Quickbooks Certificate of Completion	

	Degree
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University of Alaska Anchorage (Anchorage)

Bookkeeping	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Kenai (Soldotna)

Bookkeeping	OEC
Bookkeeping Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Kodiak (Kodiak)

Bookkeeping	OEC
Bookkeeping Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Anchorage, Mat-Su (Palmer)

Bookkeeping	OEC
Bookkeeping Support	OEC
Office Technology	CT1
Office Technology	OEC

	Degree
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University of Alaska Fairbanks, Bristol Bay (Dillingham)

Accounting Technician	CT1
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	Degree
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University of Alaska Fairbanks, Chukchi (Kotzebue)

Accounting Technician	CT1
Accounting Technician	CT2

	Degree
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University of Alaska Fairbanks, CTC (Fairbanks)

Accounting Technician	CT1
Accounting Technician	CT2
Bookkeeping Technician	OEC

Degree

University of Alaska Fairbanks, Kuskokwim (Bethel)

Accounting Technician	CT2
Bookkeeping Technician	CT1

Degree

University of Alaska Fairbanks, Northwest (Nome)

Accounting Technician	CT1
Accounting Technician	CT2

Degree

University of Alaska Fairbanks, Rural College (Fairbanks)

Accounting Technician	CT1
Accounting Technician	CT2

Degree

University of Alaska Southeast, Juneau (Juneau)

Accountant Endorsement	OEC
Accounting Technician	CT2

Degree

University of Alaska Southeast, Ketchikan (Ketchikan)

Accounting Technician	CT2
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Degree

University of Alaska Southeast, Sitka (Sitka)

Accounting Technician	CT2
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Degree

Vocational Training and Resource Center (Juneau)

Advanced Microsoft Access	
Advanced Microsoft Excel	
Advanced Microsoft Outlook	
Advanced Microsoft Word	
Application Development with Access	
Application Development with Access 2016	
Bookkeeping	

Creating Forms in Microsoft Word	
Data Analysis: Excel Pivot Tables	
Data Analysis: Excel Power Pivots	
Data Analysis: Excel PowerPivots	
Data Analysis: Pivot Tables	
Excel 2016 VBA	
Introduction to Computers & Windows	
Introduction to Microsoft Access	
Introduction to Microsoft Excel	
Introduction to Microsoft Outlook	
Introduction to Microsoft Word	
Introduction to OneNote	
QuickBooks for the Beginner to Intermediate User	

	Degree
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WinCertification (Red Devil)

Basic Computers 15 Clock Hrs	
Intro to Computing IC3 45 Clock Hrs	
Intro to Windows 30 Clock Hrs	
Introduction to MS Access	
Introduction to MS Excel	
Introduction to MS Word	
Keyboarding 15/30/45 Clock Hrs	
Microsoft Digital Literacy	
Microsoft: Windows Server	
Various online courses	