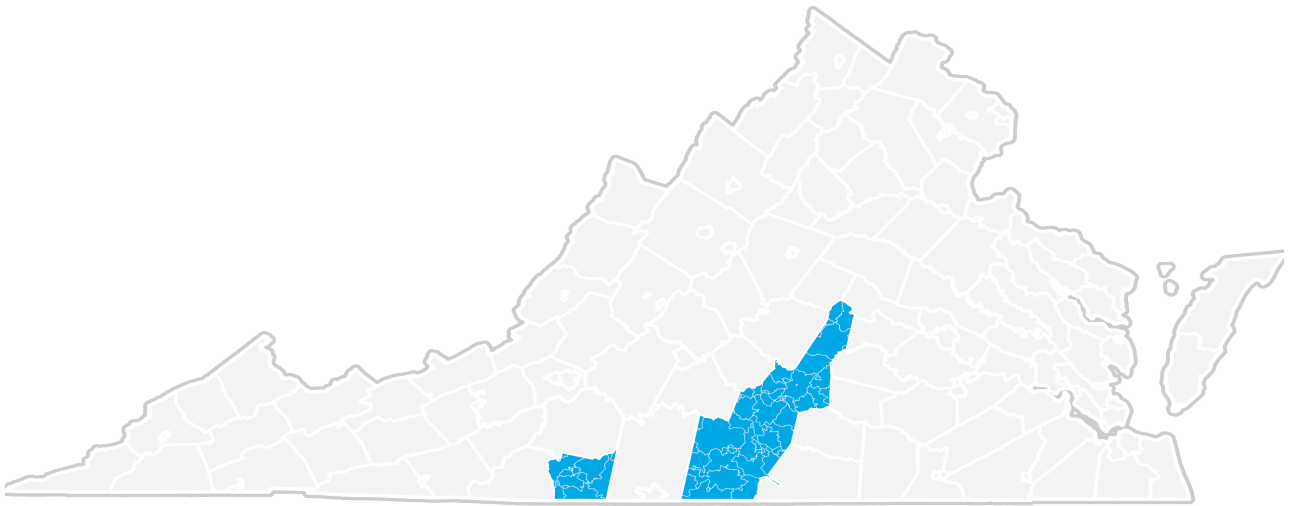


Accounting & Administrative Coordinators

RMEP Southside Region



Source: JobsEQ

The contents of this occupation profile were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Accounting & Administrative Coordinators in the RMEP Southside Region

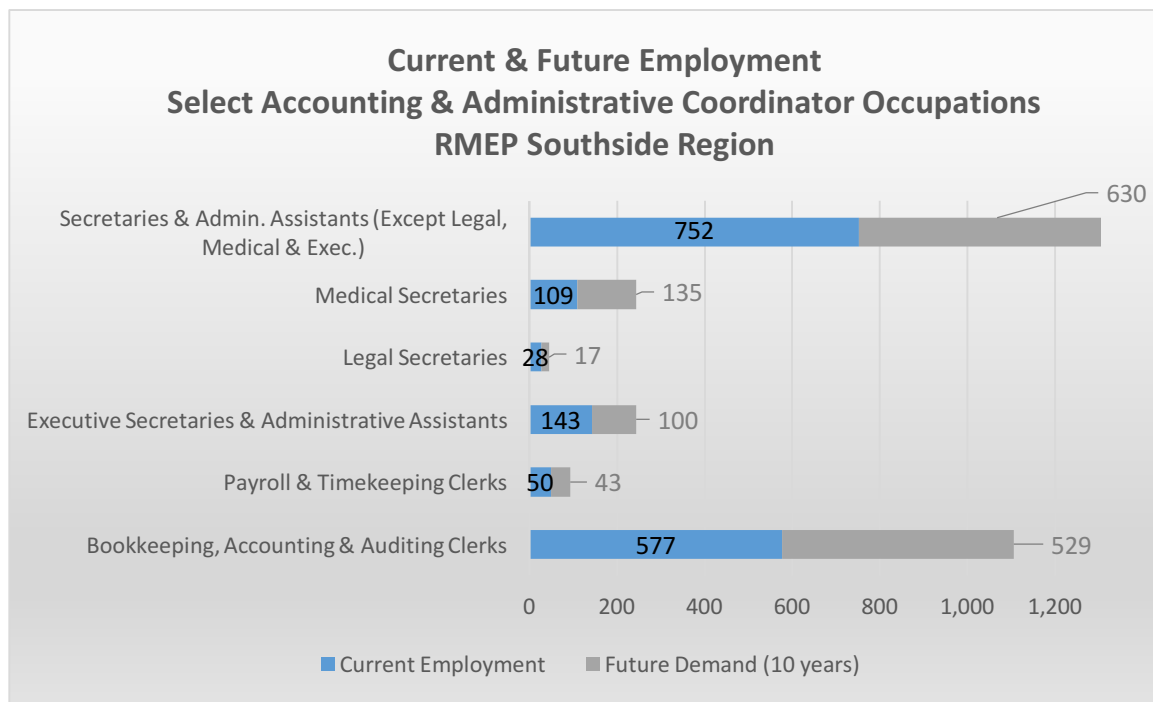
The following pages provide an overview on select Accounting & Administrative Coordinator Occupations in the Rural Math Excel Partnership Southside Region (Counties of Charlotte, Cumberland, Halifax, Henry, and Prince Edward, and the City of Martinsville). Please note that this document does not include all Accounting and Administrative Occupations that exist but is meant to provide an overview of example occupations.

Current and Future Employment

- Current Employment: 1,658
- Future Demand: at least 1,450 jobs
- Largest occupation group
 - Secretaries and Administrative Assistants (752 WORKERS)
- Largest Future Demand
 - Secretaries & Administrative Assistants
 - Bookkeeping, Accounting & Auditing Clerks
 - Jointly more than 1,150 jobs

The following is an example on how to interpret the graph:

- 752 Secretaries & Administrative Assistants (except legal, medical, and executive) currently employed in RMEP Southside Region
- Future Demand over next ten years: at least 630 jobs



Source: JobsEQ, 11/2017; Quarterly Census of Employment and Wages, Bureau of Labor Statistics (BLS). Data are updated through 2016Q4 with preliminary estimates updated to 2017Q2. Forecast employment growth (2016-2026) uses national projections from the BLS, adapted for regional growth patterns by Chmura.

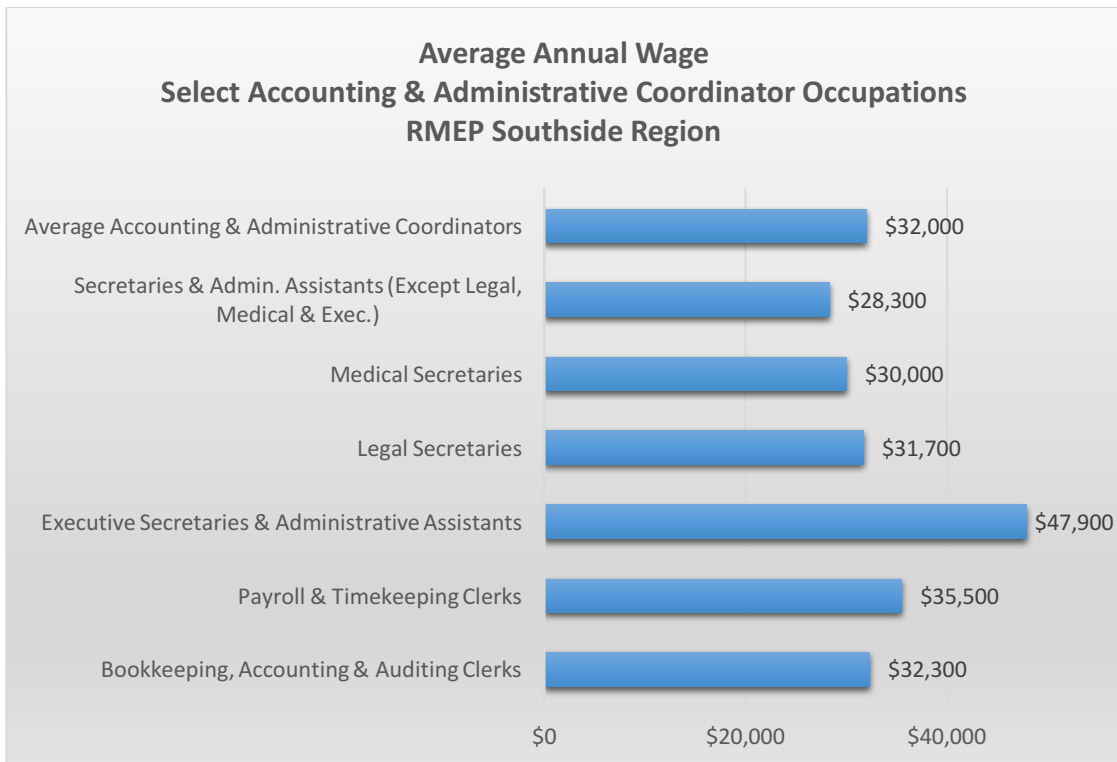
1: Future Demand = Growth Demand + Separation Demand; Growth Demand is the increase/decrease of jobs in industry due to industry growth/decline. Separation demand is the minimum number of jobs required due to replacements (i.e. retirements and turnover).

Average Wages

- Average annual wage Accounting & Administrative Coordinators: \$32,000
- Highest average wages
 - Executive Secretaries & Executive Administrative Assistants (\$47,900)

The following is an example on how to interpret the graph:

- Average annual wage of all Accounting & Administrative Coordinators in RMEP Southside Region: \$32,000



Source: JobsEQ® 11/2017; Occupation wages are as of 2016 and should be taken as the average for all Covered Employment

Entry Level, Average and Experienced Wages

The following is an example on how to interpret the table:

- Entry level wage for Bookkeeping, Accounting & Auditing Clerks in RMEP Southside Region: \$21,400
- Average annual wage: \$32,300
- Experienced wage: \$37,700

Average Wages, RMEP Southside Region	Entry Level	Average	Experienced
Bookkeeping, Accounting & Auditing Clerks	\$21,400	\$32,300	\$37,700
Payroll & Timekeeping Clerks	\$25,000	\$35,500	\$40,700
Executive Secretaries & Administrative Assistants	\$31,600	\$47,900	\$56,100
Legal Secretaries	\$26,300	\$31,700	\$34,300
Medical Secretaries	\$22,400	\$30,000	\$33,900
Secretaries & Admin. Assistants (Except Legal, Medical & Exec.)	\$20,100	\$28,300	\$32,400
Average Accounting & Administrative Coordinators	\$22,100	\$32,000	\$35,900
Total - All Occupations	\$25,600	\$37,800	\$43,900

Source: JobsEQ® 11/2017; Occupation wages are as of 2016 and should be taken as the average for all Covered Employment. Entry-level wages are the average (mean) of the lower third of all wages and experienced wages are the average (mean) of the upper two-thirds of wages for a specific occupation.

Training

The following is an example on how to interpret the table:

- To work as a Bookkeeping, Accounting & Auditing Clerk, some college but no degree is required
- Previous work-experience is not required
- Moderate-term “on the job training” is typical

Training Required	Entry-Level Education / Degree	Previous Work Experience	Typical On-The-Job Training
Bookkeeping, Accounting & Auditing Clerks	Some college, no degree	None	Moderate-term on-the-job training
Payroll & Timekeeping Clerks	High school diploma or equivalent	None	Moderate-term on-the-job training
Executive Secretaries & Administrative Assistants	High School Diploma	Less than 5 years	None
Legal Secretaries	High school diploma or equivalent	None	Moderate-term on-the-job training
Medical Secretaries	High school diploma or equivalent	None	Moderate-term on-the-job training
Secretaries & Admin. Assistants (Except Legal, Medical & Exec.)	High school diploma or equivalent	None	Short-term on-the-job training

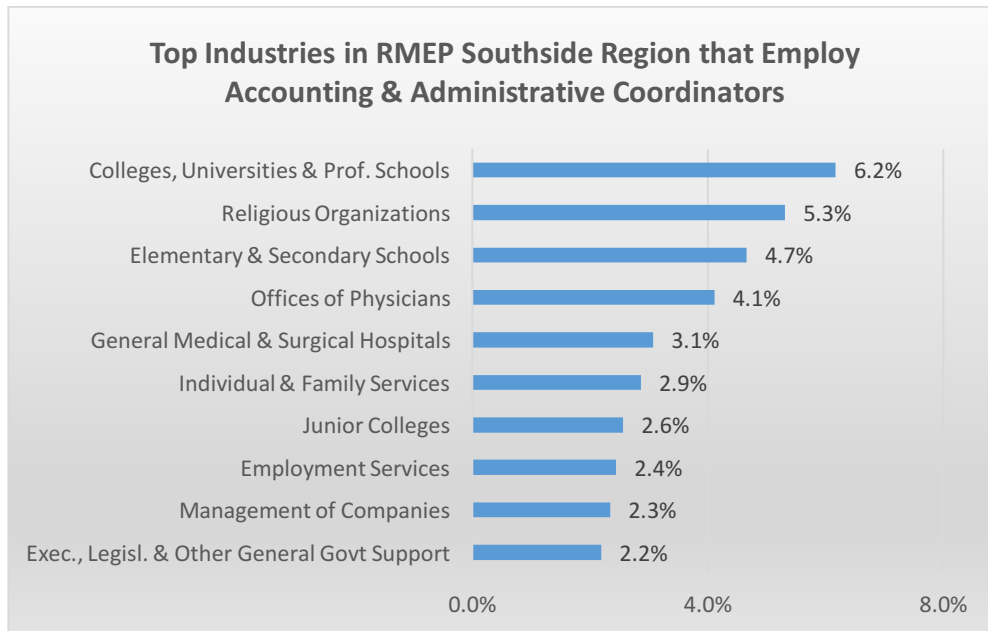
Source: JobsEQ® 11/2017

Top Industries for Accounting & Administrative Coordinator Employment

- Colleges, universities, and elementary/secondary schools: Almost 15%
- Medical industry: more than 7%

The following is an example on how to interpret the graph:

- 6.2% of individuals in Accounting & Administrative Occupations in region are employed by Colleges, Universities and Professional Schools



Source: JobsEQ, 11/2017; Quarterly Census of Employment and Wages, Bureau of Labor Statistics. Data are updated through 2016Q4 with preliminary estimates updated to 2017Q2.