

The Accounting Technology Associate Degree Program includes instruction in accounting principals and theory, business law application, tax accounting, payroll, computerized accounting information systems, budgeting and cost accounting, financial statement preparation and analysis, and financial planning. The degree will assist those employed in both small and large business entities to analyze business transactions, communicate information management, handle compliance with governmental tax regulations, and effectively communicate the data gained in the accounting process.

Need more information?

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Career Services and Counseling Center

Student Center Room 235
423-697-4421
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How much can I earn? Tennessee Annual Salary **\$19,200–\$36,030***

*Wages and salary data provided by the Bureau of Labor Statistics, Tennessee Department of Labor

What will I do on the job?

In the field of accounting you will perform routine accounting activities such as maintenance of general ledgers, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Some accounting clerks may be fully responsible for the accounting records of a business. Others may be responsible for specific parts of the records. You should have knowledge of commonly used concepts, practices, and procedures within a particular field. You may work under the immediate supervision of an accounting professional, a supervisor or manager.

What skills will I use on the job?

Develop your skills in such areas as accounting, business and tax law, mathematics, office management, communications and spreadsheets.

Possible job titles:

Accountant, bookkeeper, fixed asset accountant, billing and collection clerk, regulation compliance clerk in banking and other industries, accounts receivable clerk, payable and payroll clerk, paraprofessional in accounting and tax preparation at bookkeeping or public accounting firms, cost accountant and brokerage assistant.

Who will hire me?

Accounting clerks and bookkeepers are hired by public accounting firms, state and local government, private and public organizations, businesses and occasionally by individuals.

Graduates work for such organizations as:

Bank of America BTI Transport	TAC Air
Chattanooga Group	The Chattanooga
Chattanooga Medical Supply	Dillards
Tractor Supply Company	