



National Occupational Framework: Accounting Technician

Accounting technicians compute, classify, and record numerical data to ensure that financial records are complete. They post transactions, calculate account balances, and produce reports such as balance sheets and income statements. They also check the accuracy of figures, calculations, postings, and reports, and reconcile discrepancies found in records.

Accounting Technician
National Occupational Framework
<https://urbn.is/442fqdj>



Apprenticeship: A Solution for Recruiting and Training Accounting Technicians

Apprenticeship programs combine learning on the job and in the classroom to train workers in the exact skills needed by employers. Accounting technicians work under the guidance of accountants or other finance professionals, and they play a vital role in the financial services sector. Apprenticeship programs can prepare workers with the knowledge and skills in accounting, taxes, financial management, and accounting software needed to enter and succeed in this important occupation.



Apprenticeship Benefits:

90%
employment retention for apprentices

86%
of employers with programs recommend apprenticeship

\$1.44
return on investment for every dollar spent

WHAT'S INCLUDED IN A NATIONAL OCCUPATIONAL FRAMEWORK?

- background information to help you learn more about the occupation
- comprehensive list of the competencies apprentices need to do the job
- building blocks of information for employers developing a registered apprenticeship program

Questions? Visit the National Apprenticeship Resource Hub at apprenticeships.urban.org or contact the Urban Institute at apprenticeship@urban.org.



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