

Career Spotlight

Bookkeeper

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for bookkeeping, accounting, and auditing clerks is \$44,956 and the entry level hourly rate is \$14.58.

Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities.

The CTDOL projects an average of 197 annual job openings through 2024.



CT State Continuing

Notice of Nondiscrimination

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Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Program on Indian Reservations (FDPIR)

Nondiscrimination Statement:

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The completed AD-3027 form or letter must be submitted to:

mail: Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

fax: (833) 256-1665 or (202) 690-7442; or

email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov

CT STATE COMMUNITY COLLEGE

NAUGATUCK VALLEY

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Bookkeeper Certificate



**WORKFORCE DEVELOPMENT
REGISTRATION**

FOUNDERS HALL-ROOM F323

Tel - 203.575.8029

Fax- 203-575-8243

Bookkeeper

The American Institute of Professional Bookkeepers (AIPB) has established the Certified Bookkeeper (CB) credential, as the professional standard for bookkeepers. Certified Bookkeepers (CB's) are to bookkeeping what CPA's are to accounting; the cream of the profession. The seven courses in this certificate program focus on preparing you for the AIPB Certified Bookkeeper exams by helping you truly master the skills and knowledge required for certification.

There are three requirements for becoming a Certified Bookkeeper:

1. Pass tests on six specific subjects.
2. Complete the minimum experience requirement.
3. Agree in writing to adhere to the Certified Bookkeeper Code of Ethics.

The program consists of mastering the following seven modules:

1. Double Entry Bookkeeping
2. Adjusting Entries
3. Correcting Entries
4. Depreciation
5. Payroll
6. Inventory
7. Internal Controls & Fraud Prevention

An NVCC Proficiency Certificate will be awarded to students who successfully complete all seven Bookkeeping modules in the program. In order to achieve the Certified Bookkeeper credential, you will need to complete an application to the American Institute of Professional Bookkeepers (AIPB) at a cost of \$210 which enables you to take the four exams. Students are advised to take each exam following the completion of the course. Textbook and learning materials are included in the cost of each course.



Visit our website

NV.EDU/BOOKKEEPER

203-575-8029

BOOKKEEPING CERTIFICATION

Mastering Double-Entry Bookkeeping

Accounting is the "language of business," and bookkeeping plays an essential role in the operation of every successful business. In this course, students learn the accounting concepts and practices that underlie all accounting systems, whether manual or software-based. They receive an introduction to the entire accounting cycle, from transactions analysis to preparation of journals, ledgers, trial balances and financial statements, including the Balance Sheet, Income Statement and Statement of Owner's Equity.

Mastering Correcting and Adjusting Entries

This course is part of the AIPB Bookkeeping Certification. It covers everything students need to know for error corrections, bank reconciliations, and accruals and deferrals.

Mastering Depreciation and Payroll

This course is part of the AIB Bookkeeping Certification. It covers everything students need to know about paying wages, withholding, depositing and reporting taxes, correct use of government forms, and depreciation on financial statements, straight line, GAAP, production method, etc.

Mastering Inventory, and Internal Controls & Fraud Prevention

This course is part of the AIPB Bookkeeping Certification. It covers everything students need to know about accounting for inventory, inventory recordkeeping using the perpetual and periodic methods, and inventory costing.