

# Career Pathway | Bookkeeper

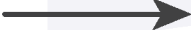
## Foundational Skills and Attributions for Success

- ▶ English CLB 4 and up
- ▶ Good at mathematics
- ▶ Precise and detailed work
- ▶ Strong interpersonal and communication skills



## Training, Education and Experience

- ▶ Computer literate - familiar with Word, Excel, Simply Accounting and Quickbooks
- ▶ College or business school part-time accounting course



## Employment Opportunities

- ▶ Work in private businesses and in government offices
- ▶ Opportunity for self-employment

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