

In Demand Business Careers GENERAL AND OPERATIONS MANAGERS

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

EDUCATION



General Operations Manager's usually have a Bachelor's degree. Applicable programs include: Finance, Business Administration, Management, and similar programs.



High school diploma or equivalent. Completion of a post-secondary training program in accounting is preferred.

IMPORTANT QUALITIES



- Communication skills
- Organizational Skills
- Critical Thinking
- Time Management
- Negotiation Skills
- Problem Solving Skills
- Decision Making Skills
- Customer Service Skills



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- Organizational Skills
- Critical Thinking
- Customer Service
- Time Management
- Problem Solving Skills

WHAT THEY DO



- Monitor performance of organizational members
- Conduct employee training

- Determine resource needs
- Implement organizational process
- Direct financial and organizational operations.
- Direct sales, marketing, or customer service activities.
- Manage construction
- Manage environmental sustainability projects.
- Prepare staff schedules

- Reconcile records of financial transactions.
- Verify accuracy of financial data.



- Code data/information.
- Operate computers or computerized equipment.
- Maintain financial or account records.
- Maintain inventory records
- Prepare documentation for contracts or transactions
- Compile data.
- Prepare cash for deposit or disbursement.

EMPLOYMENT OPPORTUNITIES

MEDIAN HOURLY WAGES \$25.92 TO \$46.03^{TO}

Employment of General and Operations Managers is projected to grow 3.5% percent from 2016 to 2026. This includes the demand due to replacement (workers leaving the occupation or retiring) as well as growth.

MEDIAN HOURLY WAGES \$13.57 TO \$22.14^{TO}

Employment of Bookkeeping, Accounting and Auditing Clerks is projected to have 2,843 job openings from 2016 to 2026.

These jobs are in demand in Southwest and South Central Minnesota and these are SW/SC Minnesota Median wages. Data collected from Department of Employment and Economic Development.

WORK ENVIRONMENT



General and Operations Managers work in a wide variety of settings including business, manufacturing, and retail as well as starting their own business. Managers usually work full-time in office settings.



Typically work in office settings with frequent use of email and computer systems. Accuracy is very important. Must be able to meet strict deadlines. Frequently work with groups or teams.

