



BUSINESS CAREERS


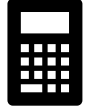



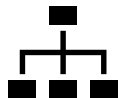

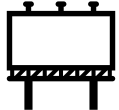




IN SOUTHWEST & SOUTH CENTRAL MINNESOTA

Professional and Business Services cover a wide range of specialties and offer a wide range of career opportunities. In sum, there are more than **1,000 businesses** providing more than **9,250 jobs** in Southwest & South Central Minnesota, accounting for more than 5% of total employment.

Average annual wages were over **\$53,500** in 2019, which was over **\$10,000 higher** than the total of all industries. In addition, wages have increased almost twice as fast in Professional & Business Services as the rest of the region.

Median wage offers for job openings in these occupational groups range from **\$15 to \$35 per hour**, which is the equivalent of **\$30,000 to \$70,000 per year**. Most business and financial, computer, and architecture and engineering careers **require education and training past high school**, as well as certifications and specific work experience. However, there are many career pathways that allow people to work their way up the ladder.

Professional & Business Services in Southwest/South Central Minnesota

 <p>Legal Services 135 firms & 554 jobs</p>	 <p>Accounting & Payroll Services 159 firms & 754 jobs</p>	 <p>Architecture & Engineering 58 firms & 861 jobs</p>
 <p>Specialized Design Services 15 firms & 31 jobs</p>	 <p>Computer Systems Design & Services 49 firms & 461 jobs</p>	 <p>Management & Technical Consulting 53 firms & 247 jobs</p>
 <p>Scientific Research & Development 11 firms & 118 jobs</p>	 <p>Advertising & Related Services 18 firms & 146 jobs</p>	 <p>Other Professional Services 95 firms & 633 jobs</p>
 <p>Management of Companies 45 firms & 1,414 jobs</p>	 <p>Administrative & Support Services 333 firms & 3,441 jobs</p>	 <p>Waste Management Services 52 firms & 591 jobs</p>

In Demand Business Careers

GENERAL AND OPERATIONS MANAGERS

EDUCATION
High school diploma or equivalent. Completion of post-secondary business program in general management, administration, management, and similar programs.

IMPORTANT QUALITIES

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

WHAT THEY DO

- Determine resource needs
- Implement organizational structure
- Direct financial and operational operations
- Direct sales, marketing, or customer service activities
- Manage environmental sustainability programs
- Monitor performance of department members
- Conduct employee training

EMPLOYMENT OPPORTUNITIES

MEDIANS HOURLY WAGES \$28.92 (\$46.05)

Employment of General and Operations Managers is projected to grow 3% percent from 2016 to 2026. This includes the demand due to replacement needs arising from the occupation or retiring or as new growth.

WORK ENVIRONMENT

General and Operations Managers work in a wide variety of settings including business, manufacturing, and government. Most work in offices. Managers usually work full-time in office settings.

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

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

IMPORTANT QUALITIES

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

WHAT THEY DO

- Code data information
- Operate computers or computerized equipment
- Maintain financial or account information
- Reconcile records of financial transactions
- Verify accuracy of financial data

EMPLOYMENT OPPORTUNITIES

MEDIANS HOURLY WAGES \$13.57 (\$22.34)

Employment of Bookkeeping, Accounting and Auditing Clerks is projected to have 2,814 job openings from 2016 to 2026.

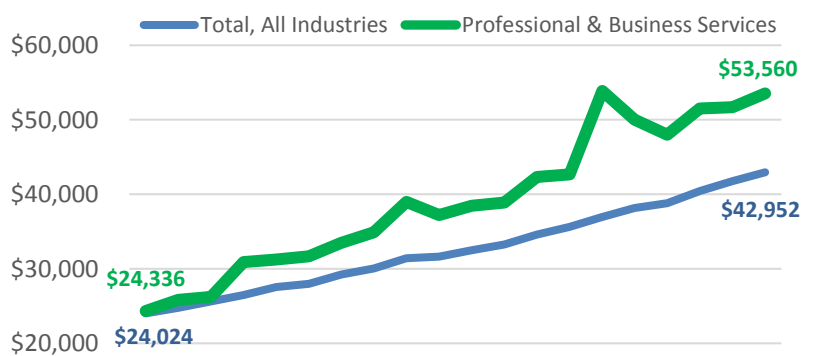
WORK ENVIRONMENT

Typically work in office settings with frequent use of email and computer systems. According to the BLS, most bookkeepers work in retail stores, independently work with groups or teams.

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

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Average Annual Wages in Southwest & South Central Minnesota, 2000-2019



Source: DEED Quarterly Census of Employment & Wages

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BUSINESS CAREERS

IN SOUTHWEST & SOUTH CENTRAL MINNESOTA

CAREER PATHS IN BUSINESS SERVICES IN SW/SC MN

1-2 YEAR COLLEGE DEGREE

- Bookkeeping, Accounting, & Auditing Clerk: \$17.45
- Business Operation Specialist: \$24.60
- Loan Officer: \$34.68
- Sales Representative: \$28.55
- Human Resources Specialist: \$17.62

4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE

- Accountant & Auditor: \$28.74
- Financial Manager: \$48.10
- Financial Advisor: \$37.55
- Training & Development Specialist: \$26.62
- Human Resources Manager: \$40.51
- Marketing Manager: \$48.42
- Sales Manager: \$43.91
- General & Operations Manager: \$33.94

HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING

- Customer Service Representative: \$16.14
- General Office Clerk: \$15.70
- Receptionist & Information Clerk: \$13.29
- Secretary & Administrative Assistant: \$17.95

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.

WHY CHOOSE A CAREER IN BUSINESS?

- It is a practical choice
- It is easier to switch to a different job mid-career
- Business careers can offer more opportunities for advancement
- Earn a great income
- Opportunities exist in all industries

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CAREER PATHS IN BUSINESS SERVICES

4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE

- Financial Manager: \$48.10 Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.
- Accountant & Auditor: \$28.74 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.
- Financial Advisor: \$37.55 Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
- Training & Development Specialist: \$26.62 Design and conduct training and development programs to improve individual and organizational performance.
- Human Resources Manager: \$40.51 Plan, direct, or coordinate human resources activities and staff of an organization.
- Marketing Manager: \$48.42 Plan, direct, or coordinate marketing policies and programs, and identify potential customers. Oversee product development or monitor trends that indicate the need for new products and services.
- Sales Manager: \$43.91 Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives.
- General & Operations Manager: \$33.94 Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, such as personnel, purchasing, or administrative services.

1-2 YEAR COLLEGE DEGREE

- Bookkeeping, Accounting, and Auditing Clerk: \$17.45 Compile, classify, and record numerical data to keep financial records complete.
- Loan Officer: \$34.68 Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods.
- Business Operation Specialist: \$24.60 Plan, direct, or coordinate the operations of organizations.
- Sales Representative: \$28.55 Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.
- Human Resources Specialist: \$17.62 Screen, recruit, interview, and place workers.

HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING

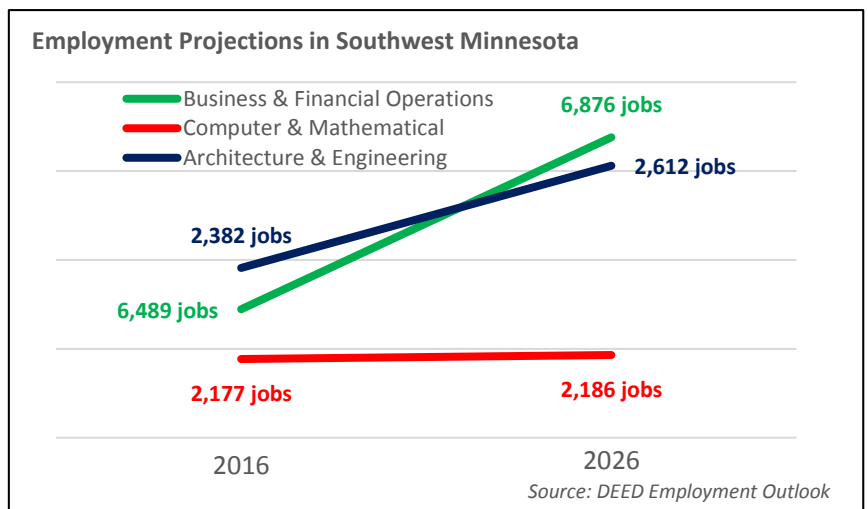
- Customer Service Representative: \$16.14 Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
- General Office Clerk: \$15.70 Answer telephones, bookkeeping, typing, data entry, office machine operation, and filing.
- Receptionist & Information Clerk: \$13.29 Provide information to the general public, customers, and visitors.
- Secretary & Administrative Assistant: \$17.95 Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Women In Business

Though typically viewed as a male-dominated industry, almost 50% of jobs in Professional and Business Services were held by females in 2019.



In sum, business careers are expected to grow nearly **+6%** over the next 10 years, adding more than **600 new jobs**. In addition, there will be more than **3,000 replacement openings** as current workers retire or change jobs for other reasons.



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