

Careers
that  you
back



Business & Office Management

Keeping good records is very important for business. These records may be bills and records about the residents' health. Payment to other employees is also part of office management.



Are you a person who:

- Enjoys Mathematics?
- Can keep very accurate notes and records?
- Likes working with computers?



How much schooling is needed?

High School Diploma — Bachelor's in Accounting



What are similar careers?

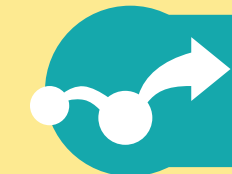
- Bank Teller
- Pharmacy Technician
- Computer Code Writer



What is the salary?

\$26,000 - \$75,000

Employment
outlook



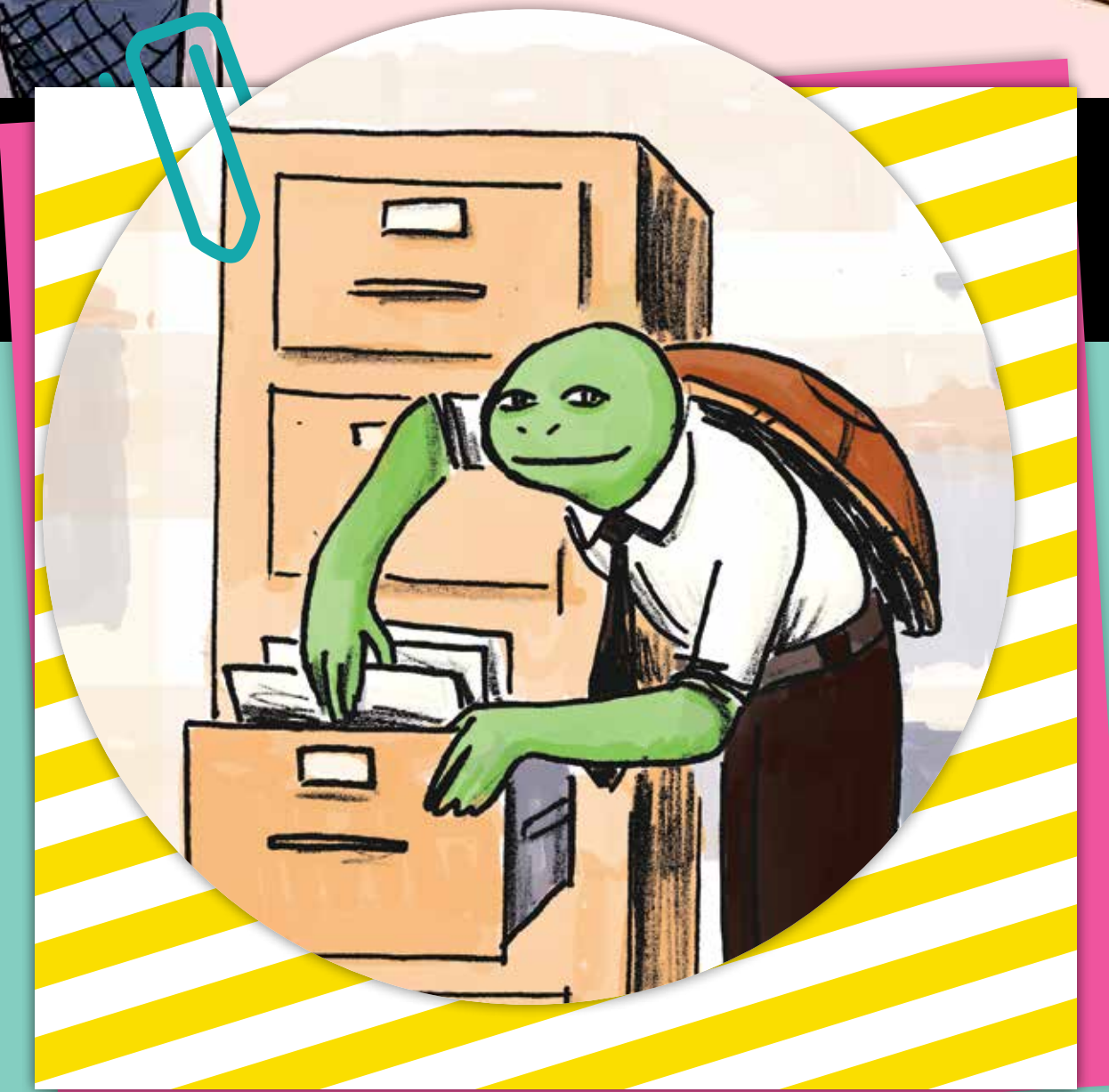
How can you prepare to become a worker in the Business Office?

- Keep track of money that is spent in your household.
- Study software programs that help with record keeping.
- Review the medical records of a family pet.



Career steps

- Senior Accountant
- Business Manager
- Accounts Payable & Receivable/ Medical Records
- Payroll
- Secretary
- Receptionist



“I am proud to support a business that helps others enjoy a quality of life. We take care of the health records and the bills that need to be tracked.”