

# CAREER PATHS IN BUSINESS SERVICES

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

Accountant and Auditor <b>\$37.86</b>	Human Resources Manager <b>\$62.50</b>
Computer and Information System Manager <b>\$75.20</b>	Market Research Analyst <b>\$38.08</b>
Computer Systems Analyst <b>\$49.85</b>	Training and Development Specialist <b>\$36.53</b>
Financial Manager <b>\$60.05</b>	

## SOME COLLEGE OR 1-2 YEAR COLLEGE DEGREE

Bookkeeping, Accounting, and Auditing Clerk <b>\$23.75</b>	Supervisor of Office and Administrative Support Workers <b>\$31.16</b>
Executive Secretary and Administrative Executive <b>\$30.66</b>	Loan Officer <b>\$38.95</b>
	Secretary and Administrative Assistant <b>\$23.13</b>

## HIGH SCHOOL DIPLOMA OR EQUIVALENT

Billing and Posting Clerk <b>\$23.50</b>	Loan Interviewer and Clerk <b>\$23.77</b>	Teller <b>\$18.31</b>
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These jobs are in demand in the state of Minnesota and these are Minnesota median wages. Data collected from the 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

**Accountant and Auditor \$37.86** Examine, analyze, and interpret accounting records to prepare financial statements, give advice or audit and evaluate statements prepared by others.

**Computer and Information System Manager \$75.20** Plan, direct or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

**Computer Systems Analyst \$49.85** Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

**Financial Manager \$63.05** Plan, direct or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office or department of an establishment.

**Human Resources Manager \$62.50** Plan, direct or coordinate human resource activities and staff of an organization.

**Market Research Analyst \$38.08** Research market conditions in local, regional or national areas or gather information to determine potential sales of a product or service or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

**Training and Development Specialist \$36.53** Design and conduct training and development programs to improve individual and organizational performance.

## SOME COLLEGE OR 1-2 YEAR COLLEGE DEGREE

**Bookkeeping, Accounting, and Auditing Clerk \$23.75** Compute, classify, and record numerical data to keep financial records complete.

**Executive Secretary and Executive Administrative \$30.66** Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

**First-Line Supervisor of Office and Administrative Support Workers \$31.16** Directly supervise and coordinate the activities of clerical and administrative support workers.

**Loan Officer \$38.95** Evaluate, authorize or recommend approval of commercial, real estate or credit loans. Advise borrowers on financial status and payment methods.

**Secretary and Administrative Assistant \$23.13** Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff.

## HIGH SCHOOL DIPLOMA OR EQUIVALENT

**Billing and Posting Clerk \$23.50** Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

**Loan Interviewer and Clerk \$23.77** Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

**Teller \$18.31** Receive and pay out money. Keep records of money.

