

CAREER PATHS IN BUSINESS SERVICES

SOME COLLEGE OR 1-2 YEAR COLLEGE DEGREE

Bookkeeping, Accounting & Auditing Clerk
\$19.00

Loan Officer
\$32.06

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

Financial Manager
\$45.01

Accountant & Auditor
\$30.86

Personal Financial Advisor
\$34.78

Human Resources Manager
\$45.33

Human Resources Specialist
\$27.22

Training & Development Specialist
\$25.94

Marketing Manager
\$45.86

HIGH SCHOOL DIPLOMA OR EQUIVALENT

Customer Service Representative
\$16.37

General Office Clerk
\$17.60

Teller
\$14.69

Receptionist & Information Clerk
\$14.73

Secretary & Administrative Assistant
\$20.17

These jobs are in demand in Central Minnesota and these are the 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

Central Minnesota
JT JOBS & TRAINING SERVICES

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CAREER PATHS IN BUSINESS SERVICES

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

Financial Manager \$45.01 Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Accountant & Auditor \$30.86 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

Personal Financial Advisor \$34.78 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.

Human Resources Manager \$45.33 Plan, direct, or coordinate human resources activities and staff of an organization.

Human Resources Specialist \$27.22 Screen, recruit, interview, and place workers.

Training & Development Specialist \$25.94 Design and conduct training and development programs to improve individual and organizational performance.

Marketing Manager \$45.86 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.

SOME COLLEGE OR 1-2 YEAR COLLEGE DEGREE

Bookkeeping, Accounting & Auditing Clerk \$19.00 Compute, classify, and record numerical data to keep financial records complete.

Loan Officer \$32.06 Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods.

HIGH SCHOOL DIPLOMA OR EQUIVALENT

Customer Service Representative \$16.37 Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

General Office Clerk \$17.60 Answer telephones, bookkeeping, typing, data entry, office machine operation, and filing.

Teller \$14.69 Receive and pay out money. Keep records of money.

Receptionist & Information Clerk \$14.73 Provide information to the general public, customers, and visitors.

Secretary & Administrative Assistant \$20.17 Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

