

# What's this job all about?

Do you enjoy making sure numbers add up just right? Are you the kind of person who has to know exactly where every penny of your money goes? If so, you just might be interested in a job as a bookkeeping or accounting clerk. They manage the financial records of companies or clients. They are essential workers at most companies because they keep track of financial data. This information is used for reports, research, financial statements, and payroll use. An accounting clerk is an entry-level position for most companies. In smaller offices bookkeepers usually handle all the financial transactions. In larger companies, bookkeeping and accounting clerks help the company's bookkeeper, controller or finance director with a wide range of tasks. As a bookkeeping or accounting clerk, you'll enter details of a transaction – like the amount of a check and the check number – into a computer program. You might also make sure payments are up-to-date and you might prepare payroll checks. If you start out as an accounting clerk in many Alaskan businesses, you may have the chance to move up into jobs within the finance department with more responsibility and more pay. If you decide you want to work in this field you need to be detail oriented and you need to be exacting. A company doesn't want to know it has "about" \$10,000 in an account, it wants to know it has "exactly" \$9,950 to spend when their bills come due! You should also enjoy working with computers and working at a desk indoors. An important part of being a bookkeeping or accounting clerk is being honest. You're working with other people's money, so integrity is a key factor.

### Here's what Bookkeeping and Accounting Clerks do:

- Record money taken in or spent.
- Help summarize spending habits and prepare reports for managers and supervisors.
- Help prepare bank deposits by collecting cash and checks.
- Enter the details of transactions, like the amount of the check and check number.
- Find totals for accounts and compute interest charges.
- Monitor loans, accounts payables and accounts receivable.
- Make sure payments are up-to-date.
- Prepare payrolls and pay bills.
- Create and file vouchers and invoices.
- Help make sure your company complies with federal and state laws.
- Verify the records that other workers enter.
- Correct or note errors for accountants or other workers to fix.
- Use accounting software and computers to track and compute accounting records.
- Use computer spreadsheets to organize data.
- Code documents and post transactions.
- Review invoices, bank statements and check reports.
- Use word processing programs to write letters to customers.

### How much money can I make?

**Median Wage: \$17.18 per hour.**

In Alaska, the median wage for bookkeeping and accounting clerks is \$2,978 per month (\$17.18 per hour). Half of all bookkeeping and accounting clerks earn between \$2,468 and \$3,564 per month (\$14.24 and \$20.56 per hour). Nationally, the median wage for bookkeeping and accounting clerks is \$2,458 per month (\$14.18 per hour). Half of all bookkeeping and accounting clerks earn between \$1,967 and \$3,030 per month (\$11.35 and \$17.48 per hour). Pay varies by area of the country,

## HELPFUL HIGH SCHOOL COURSES

A high school degree is almost always required to work as a bookkeeping and accounting clerk. You should take courses in high school that prepare you to earn a high school diploma. Here is a list of high school courses that will help prepare you. Don't worry if some of these classes aren't available at your school. Take as many as you can. Many of these courses are also available at the technical school or college level.

### **Business**

- Exploration of Business and Office Careers
- Office Procedures, Office Services
- Keyboarding, Word Processing
- Recordkeeping, Accounting
- Office Machines
- Business Work Experience

### **Computer and Information Sciences**

- Business Computer Applications

### **English Language and Literature**

- English and Language Arts
- English Composition
- Business and Applied English

### **Marketing**

- Marketing
- Marketing Management

### **Mathematics**

- General Math
- Applied Math
- Pre-Algebra, Algebra
- Probability and Statistics
- Business Math, Advanced Business Math

### **Social Sciences and History**

- Consumer Law
- Business Law

size of the city, and type and size of the employer.

Bookkeeping and accounting clerks who work full time usually receive benefits including sick leave, health insurance, and paid vacation. Some employers also provide a retirement plan.

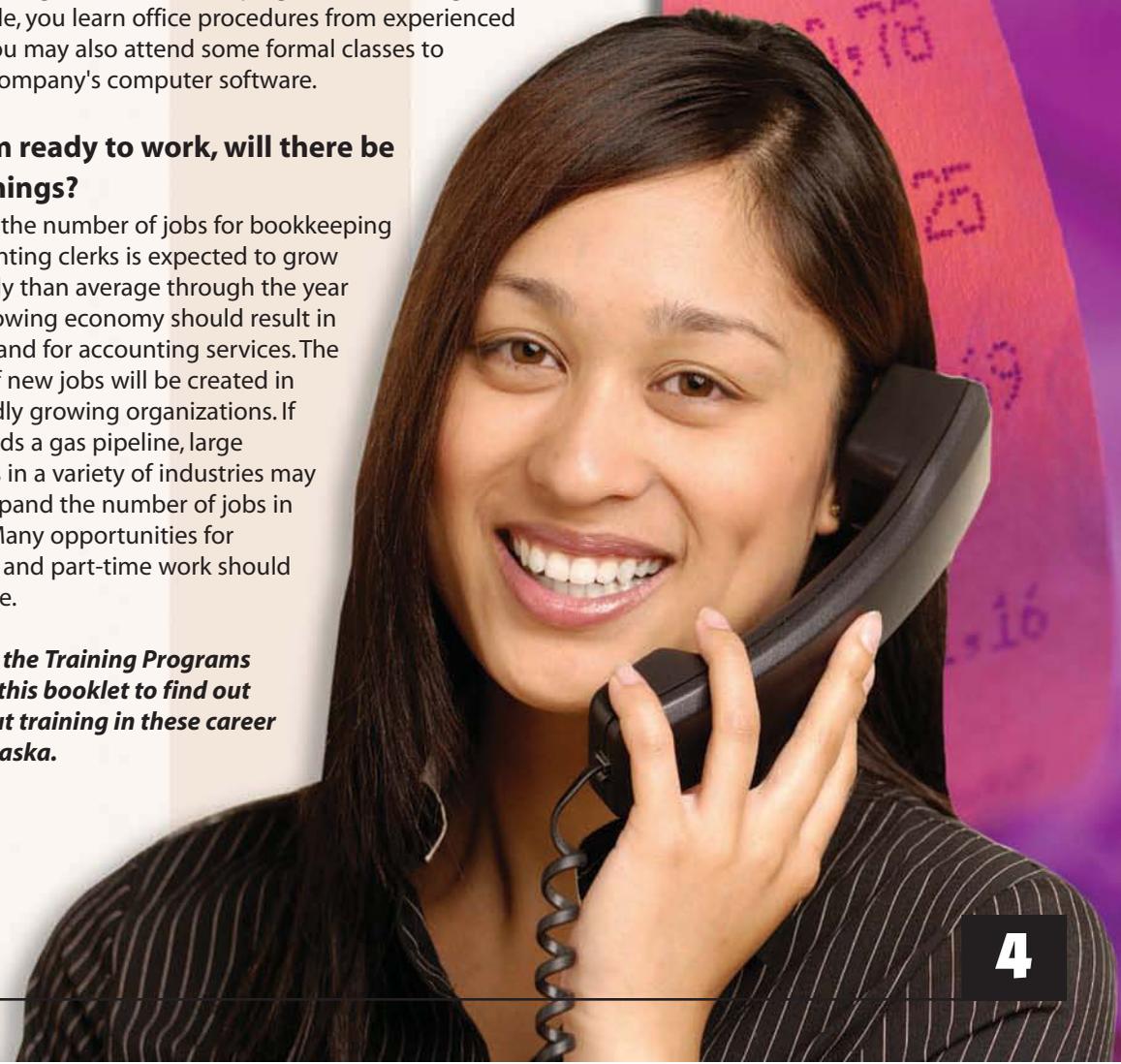
### **How long does it take to receive training?**

To work as a bookkeeping or accounting clerk, you must have a high school diploma or GED, complete training in bookkeeping and accounting procedures, have keyboarding and computer skills, and be comfortable with detailed work. Many bookkeeping and accounting clerks have completed some college courses or an associate degree. You can learn bookkeeping and accounting skills at high schools, business schools, or two-year colleges. Employers usually provide on-the-job training for new bookkeeping and accounting clerks. For example, you learn office procedures from experienced workers. You may also attend some formal classes to learn the company's computer software.

### **When I'm ready to work, will there be job openings?**

Nationally, the number of jobs for bookkeeping and accounting clerks is expected to grow more slowly than average through the year 2014. A growing economy should result in more demand for accounting services. The majority of new jobs will be created in small, rapidly growing organizations. If Alaska builds a gas pipeline, large companies in a variety of industries may need to expand the number of jobs in this field. Many opportunities for temporary and part-time work should be available.

***Please see the Training Programs section of this booklet to find out more about training in these career fields in Alaska.***





## Building Maintenance Workers (Maintenance and Repair Workers)

# What's this job all about?

Building maintenance workers keep buildings in good shape. They fix plumbing, electrical fixtures, machinery, and even take care of the structure of buildings. If you choose this field you will use carpentry, electrical, plumbing, and masonry skills to keep buildings in good shape. You'll plan routine maintenance of buildings and have to schedule your work.

Some of the maintenance you'll do happens in almost every building. For example, maintenance and repair workers repair leaky faucets, clear clogged drains, and replace light bulbs. Other tasks are more specific to the building they maintain.

Maintenance workers in apartment buildings are more likely to fix walls, roofs, windows, doors, and floors. Hospital or factory maintenance workers might install machines, systems, and fixtures. Some workers lay brick to repair foundations, walls, and chimneys. In Alaska, maintenance workers often have to deal with snow removal and problems caused by snow, ice and extreme cold temperatures. Arctic climates can cause a lot of extra wear and tear on buildings! Overall, maintenance workers have to enjoy doing a variety of things to keep buildings in good working order.

### Here's what Building Maintenance Workers do:

- Make repairs.
- Inspect the structure or equipment and diagnose the causes of problems.
- Take apart machines and fix them by cleaning, lubricating parts or replacing worn or broken parts.
- Reassemble machines and test them.
- Use a variety of hand and power tools like hammers, wrenches, and screwdrivers and use machine tools to repair and construct parts.
- Repair and maintain systems that control the temperature in buildings and even the lights.
- Keep track of work orders and the repair jobs.
- Document purchases and what items cost.
- Read blueprints, catalogs, and manuals.
- Check prices with suppliers and estimate costs of a job.
- Building maintenance workers in smaller buildings often do all the repairs themselves except for very difficult or large jobs. In larger buildings, they may work only in a particular area or do general maintenance.

### How much money can I make?

**Median Wage: \$19.45 per hour.**

In Alaska, the median wage for building maintenance workers is \$3,371 per month (\$19.45 per hour). Half of all building maintenance workers earn between \$2,441 and \$4,361 per month (\$14.08 and \$25.16 per hour). Nationally, the median wage for building maintenance workers is \$2,602 per month (\$15.01 per hour). Wages vary with the employer, duties, and skill of the worker. Government and hospital jobs tend to pay more and real estate and hotel or motel jobs provide lower pay. Union members often receive higher wages than non-union workers. Building maintenance workers who work full time usually receive benefits like sick leave, paid vacation, and health insurance.

## HELPFUL HIGH SCHOOL COURSES

A high school degree is almost always required to work as a maintenance worker. You should take courses in high school that prepare you to earn a high school diploma. Below is a list of high school courses that will help prepare you. You don't have to take all of them, but you should consider them in planning for high school. Some of these courses are also available at colleges and technical schools.

### Construction Trades

- Construction Career Exploration
- Construction
- Carpentry, Woodworking
- Heating, Ventilation, and Air Conditioning
- Plumbing
- Electricity
- Industrial Electricity
- Building Maintenance
- Construction Trades Work Experience

### Drafting

- Drafting, Technical and Mechanical
- Blueprint Reading

### Health and Safety Education

- Safety and First Aid

### Industrial and Technology Education

- Exploration of Careers
- General Industrial Arts
- Metal and Wood Technology
- Industrial Safety and First Aid
- Industrial and Technology Education Work Experience

### Mathematics

- General Math
- Applied Math

### Physical Education

- Physical Education
- Fitness and Conditioning Activities

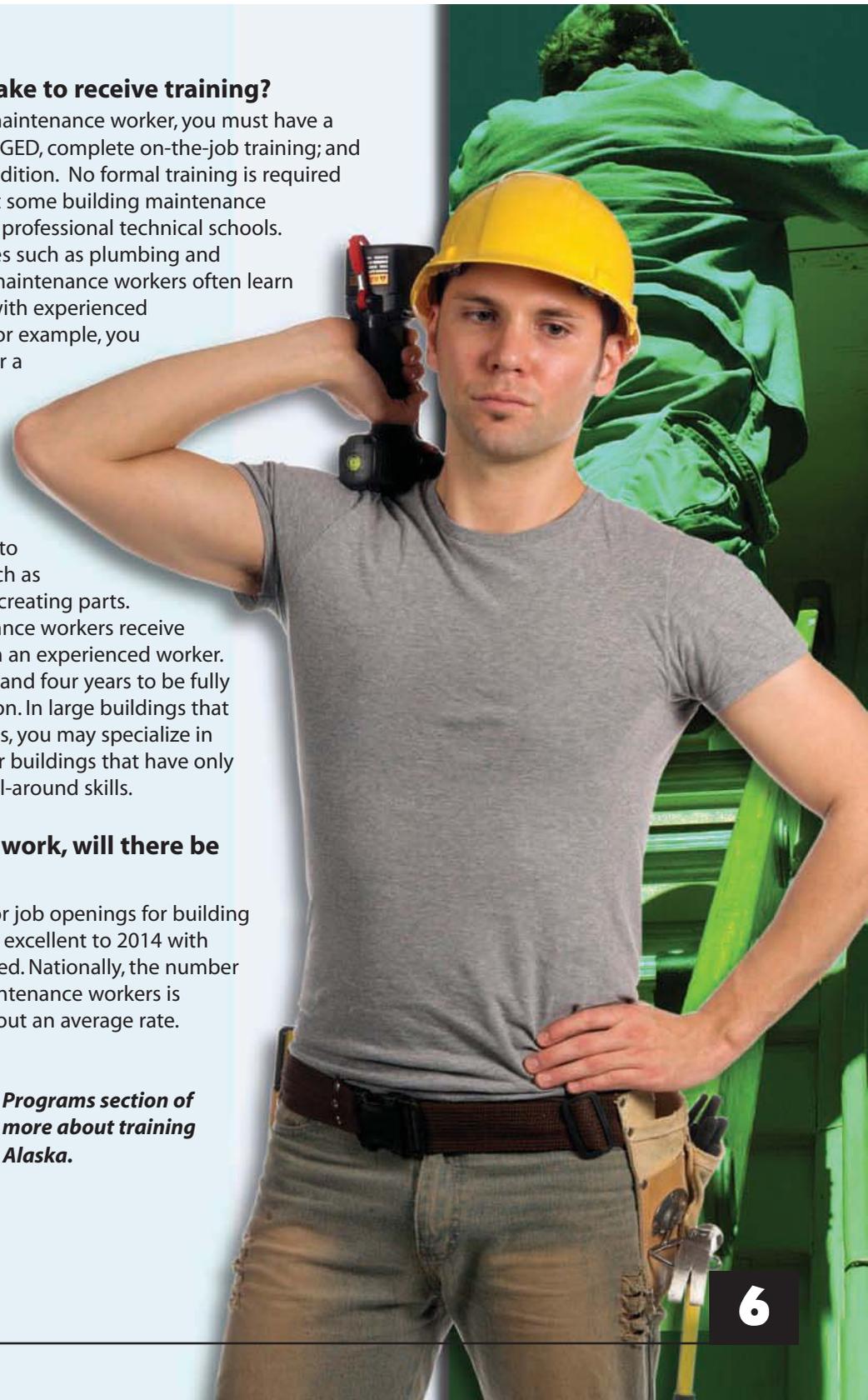
## How long does it take to receive training?

To work as a building maintenance worker, you must have a high school diploma or GED, complete on-the-job training; and be in good physical condition. No formal training is required beyond high school but some building maintenance workers take courses at professional technical schools. They learn skills in trades such as plumbing and construction. Building maintenance workers often learn their skills by working with experienced construction workers. For example, you may work as a helper for a plumber, electrician, or carpenter. You begin by doing simple tasks such as fixing leaky faucets and changing light bulbs. Gradually you progress to more complex tasks, such as repairing machinery or creating parts. Most building maintenance workers receive training on the job from an experienced worker. You need between one and four years to be fully trained in this occupation. In large buildings that have maintenance crews, you may specialize in one craft area. In smaller buildings that have only one worker, you need all-around skills.

## When I'm ready to work, will there be job openings?

In Alaska, the outlook for job openings for building maintenance workers is excellent to 2014 with average growth projected. Nationally, the number of jobs for building maintenance workers is expected to grow at about an average rate.

***Please see the Training Programs section of this booklet to find out more about training in these career fields in Alaska.***



# What's this job all about?

If you like figuring out what's wrong with big engines and fixing them, working as a bus or truck mechanic or a diesel engine specialist may be the right job for you.

Did you know the average gas tank in a car holds about 15 gallons of fuel? The average city bus gas tank holds nearly 200 gallons. A bus can be as tall as two adults and as long as half the length of a football field. So it makes sense that keeping a bus or truck running takes more work than your average car. In addition to buses and trucks, these mechanics work on the diesel engines in heavy equipment such as bulldozers, cranes, or tractors.

In the construction, mining, and oil and gas industry in Alaska there are lots of big equipment with diesel engines. And there is a big need to maintain and repair bus and truck engines in Alaska's severe climate. If you like fixing things, this can be a great field for you to consider.

### Here's what Bus and Truck Mechanics and Diesel Engine Specialists do:

- Maintain vehicles to help prevent future problems and avoid bigger problems later on.
- Examine and adjust vehicles' safety features; change oil, check batteries, adjust brakes, and grease parts. They also clean or replace parts, pistons, bearings, gears, and valves.
- Fix vehicles that aren't working.
- Use hand-held computers like motor analyzers, chassis charts, and pressure gauges to identify problems and take systems apart to fix them.
- Read job orders in order to learn what work should be done on vehicles.
- Listen to the sound of engines to identify problems.
- Follow the factory guidelines for upgrading parts or tuning engines.
- Install parts and look at how they fit within the engine.
- Check if there is enough space for parts to operate.
- Maintain and repair shop machinery like pumps and compressors.
- Troubleshoot problems independently.

### How much money can I make?

**Median wage: \$23.37 per hour.**

Half of all bus and truck mechanics earn between \$3,401 and \$4,689 per month (\$19.62 and \$27.05 per hour). Many bus and truck mechanics in Alaska are members of a union. Union members are usually paid more than non-union members. Most full-time bus and truck mechanics receive benefits like health insurance, sick leave, and paid vacation. Some employers also provide uniforms, money for tools, or pay for additional training.

### How long does it take to receive training?

Depending on your ability and focus, becoming certified as a journeyman bus and truck mechanic or diesel engine specialist takes about three to five years as an apprentice. You have to

## HELPFUL HIGH SCHOOL COURSES

Here are some of the high school courses that can help prepare you. While you don't have to take all of them, you should consider them in your planning. Some of these classes are also available at colleges and technical schools.

### **Business**

- Introduction to Business
- Computer and Information Sciences
  - Basic Computer
  - General Computer Applications
  - Computer Technology

### **Construction Trades**

- Electricity and Electronics

### **Electronics**

- Energy, Power, and Transportation Technologies
  - Introduction to Auto Repair
  - Introduction to Mechanics
  - Advanced Auto Mechanics
    - Automotive Service
    - Diesel Mechanics and Repair
  - Transportation Technology Work Experience

### **Health and Safety Education**

- Safety and First Aid
- Drivers' Education

### **Industrial and Technology Education**

- Exploration of Careers
- General Industrial Arts
- Materials and Processes
- Industrial Safety and First Aid
- Equipment Maintenance and Repair
- Industrial and Technology Education Work Experience

### **Mathematics**

- Integrated Math
- General Math
- Applied Math
- Business Math

complete 6000 hours of on-the-job training and nine to eleven weeks of classroom instruction that are required per year. If you go through a technical school or university program, the amount of time it takes varies.

### **When I'm ready to work, will there be job openings?**

In Alaska, the outlook for job openings for bus and truck mechanics is above average in Alaska to 2014. If a gas pipeline is built in Alaska it is expected that there will be many more jobs open in these fields. Nationally, the number of jobs for bus and truck mechanics is expected to grow about as fast as average through the year 2014.

***Please see the Training Programs section of this booklet to find out more about training in these career fields in Alaska.***



# What's this job all about?

If you enjoy working with your hands, carpentry is a trade worth considering. Carpenters cut, fit, and assemble wood and other materials to construct buildings. There are several different types of carpenters that specialize in different things. A carpenter might specialize in foundations or finish work. A carpenter who works for a general contractor often has to do a wide range of tasks involved in new construction.

If you choose to be a carpenter you'll have to work outside and in Alaska that can sometimes mean uncomfortable conditions. Rain, cold, bugs and more can come with the job. But for many people who choose this field, working outdoors is a part of what they enjoy about the job. You'll also probably need to travel and relocate to take available jobs. When there's a big building job going on in a community, you might travel there to work during the week or for several weeks at a time. You have to be in good health, and you have to be fairly strong and agile. Carpenters need good hand-eye coordination as well. Many people who choose this field say they really enjoy the feeling they get knowing that they were a part of building something new.

### Here's what Carpenters do:

- Refer to blueprints and receive instructions from supervisors.
- Figure out the right dimensions of the building and the materials to be used.
- Layout, measure, and mark the wood or other materials, using measuring tapes and squares.
- Cut or shape the wood, using hand and power tools.
- Join and assemble the materials using nails, screws, staples, or glue.
- Check their work for accuracy, using levels or framing squares.
- Follow safety rules and regulations.
- Keep the work site clean to avoid accidents or inspection violations.
- Build forms for concrete foundations.
- Examine structural supports for decay and replace them.
- Install or repair siding.
- Build, install, or repair wood fixtures such as cabinets.
- Install components, such as floors, stairs, or wall panels that were built off-site.
- Build components from scratch.
- Carpenter supervisors sometimes estimate the amount and type of materials needed for a job. They order materials and have them delivered before workers arrive on the job. They may also make arrangements with subcontractors, such as plumbers and electricians.

### How much money can I make?

**Median wage: \$25.55 per hour.**

In Alaska, the median wage for carpenters is \$4,429 per month. Hours spent on the job can be cut back because of bad weather or downturns in construction activity, so your overall earnings may be lower. Union workers often earn higher wages. Apprentices generally earn about half the wage of skilled carpenters and as they gain experience and skills, they receive higher pay. Full-time carpenters may receive benefits like paid vacation, sick leave, and health insurance. Self-employed carpenters must provide their own insurance.

## HELPFUL HIGH SCHOOL COURSES

A high school degree is almost always required to work as a carpenter. You need courses in English, math, science, and social studies, physical education, health, and applied art or second language. Here is a list of high school courses that will help prepare you:

### **Business**

Introduction to Business, business accounting and computer classes

### **Construction Trades**

Exploration of Construction Careers  
Construction  
Carpentry, Framing Carpentry  
Woodworking, Cabinetmaking  
Construction Trades Work Experience

### **Drafting**

Drafting, Architectural  
Blueprint Reading

### **Health and Safety Education**

Safety and First Aid

### **Industrial and Technology Education**

Exploration of Careers  
General Industrial Arts  
Industrial Safety and First Aid  
Equipment Maintenance and Repair  
Industrial and Technology Education Work Experience

### **Mathematics**

Integrated Math, General Math  
Applied Math, Pre-Algebra  
Algebra, Business Math

### **Physical Education**

Physical Education, Fitness and Conditioning Activities

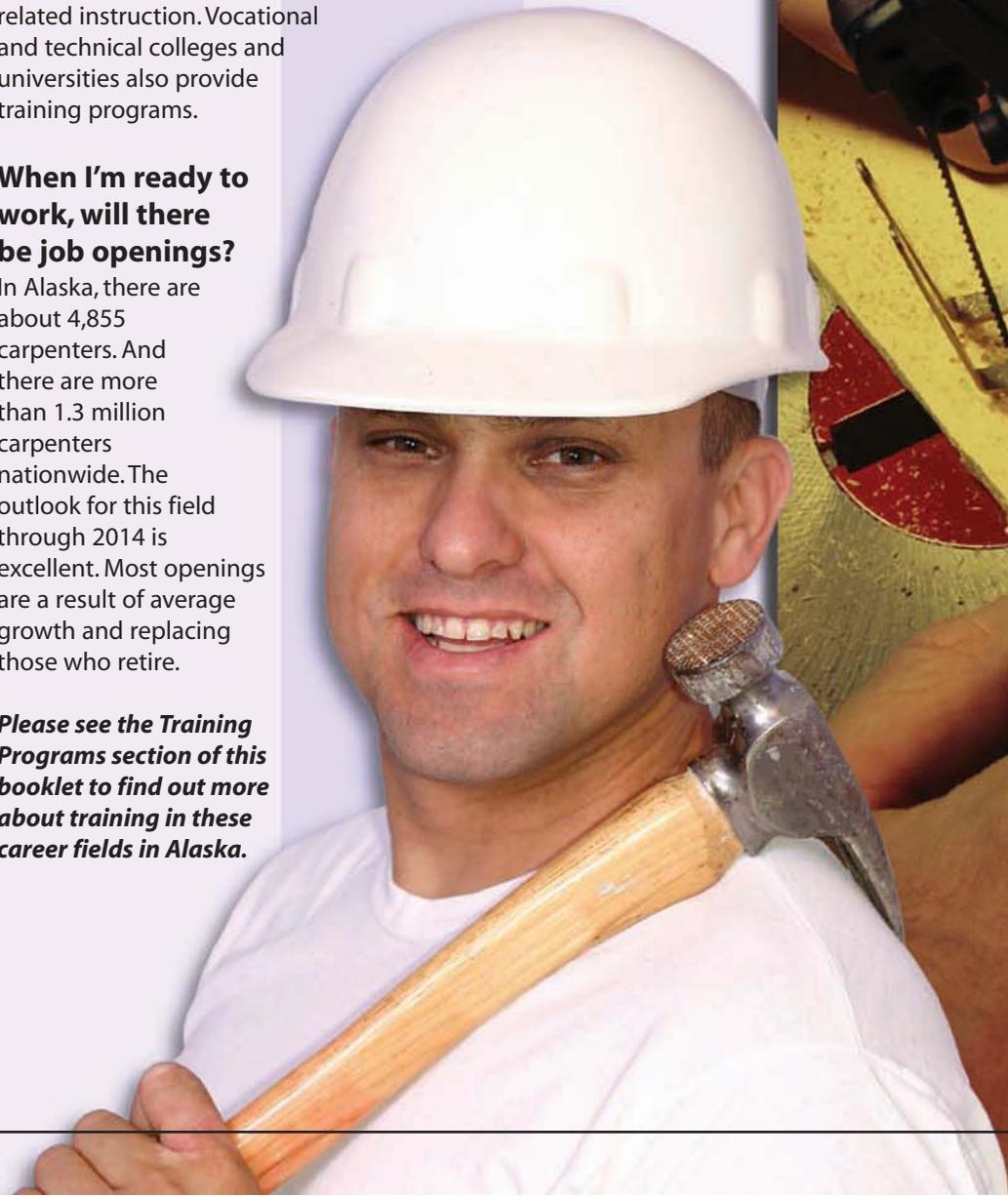
## **How long does it take to receive training?**

There are several pathways to becoming a carpenter. You can become an apprentice through a union if you are 18 years old, have a high school diploma or a GED, and are accepted. It takes about four years and requires about 6,000 to 7,000 hours of on-the-job training and an average of seven weeks of classroom instruction per year to become a journeyman. You can also train through non-union programs requiring a four-year apprenticeship and a minimum of 8,000 hours on-the-job-training plus related instruction. Vocational and technical colleges and universities also provide training programs.

## **When I'm ready to work, will there be job openings?**

In Alaska, there are about 4,855 carpenters. And there are more than 1.3 million carpenters nationwide. The outlook for this field through 2014 is excellent. Most openings are a result of average growth and replacing those who retire.

***Please see the Training Programs section of this booklet to find out more about training in these career fields in Alaska.***



## Construction Foremen

First-Line Supervisors/Managers of Construction Trades & Extraction Workers/Blue Collar Supervisors

# What's this job all about?

Construction Foremen are also called First-Line Supervisors, Managers of Construction Trades, and Blue-Collar Supervisors. Whatever the title used, the people in these jobs direct, help, and train workers in physically active jobs. Construction foremen in Alaska have to be willing to work in what may be difficult weather conditions and often difficult working conditions.

They often spend time away from home, working on job sites in remote locations over a period of time. Many of their duties involve managing people, hiring, firing and evaluating other workers. They also help resolve problems between workers and they supervise and train new employees. Being a supervisor means you can combine the ability to get along with others and solve people problems with the technical knowledge needed to get the job done.

### Here's what a Construction Foreman does:

- Estimate the number of workers and the amount of materials needed to complete projects.
- Create budgets.
- Analyze all requirements of a project.
- Plan and establish work goals and coordinate work.
- Keep records of how work is progressing.
- Revise tasks or reassign workers to improve progress.
- Lay out construction sites and assign workers to specific jobs.
- Order supplies and equipment.
- Discuss prices and work details with customers.
- Interpret design plans for other workers as well as inspect their work.
- Work alongside the workers they supervise.
- Perform construction tasks in addition to their supervisory duties.

### How much money can I make?

**Median Wage: The median wage for construction foremen varies depending on the type of worker they supervise:**

<i>Type of Worker Supervised</i>	<i>Median Hourly Wage</i>
<b>Construction and mining worker</b>	<b>\$34.12</b>
<b>Laborers and material mover</b>	<b>\$21.67</b>
<b>Mechanics, installers, and repairer</b>	<b>\$31.39</b>
<b>Production and operating worker</b>	<b>\$27.35</b>
<b>Transportation and material moving vehicle operator</b>	<b>\$29.39</b>

Wages also vary by the number and type of workers supervised. In addition, supervisors who belong to a union usually receive higher wages. Construction Foremen who work full time usually receive benefits. Typical benefits include sick leave, paid vacation, and health insurance. Some employers also provide a retirement plan. Supervisors who are self-employed must provide their own insurance and retirement plan.

## HELPFUL HIGH SCHOOL COURSES

A high school degree is almost always required to work as a construction foreman. You should take courses in high school that prepare you to earn a high school diploma. Below is a list of high school courses that will help prepare you. While you do not have to take all of them, you should consider them in planning for high school. Some of these courses are also available at the technical or college level. Because this occupation is so broad, the list of courses is longer than most.

### **Business**

Introduction to Business  
Business Management  
General Computer Applications

### **Construction Trades**

Construction/Carpentry  
Framing Carpentry/Woodworking/Plumbing  
Residential Wiring/Industrial Electricity  
Electricity and Electronics

### **Drafting**

Drafting/Blueprint Reading

### **English Language and Literature**

English and Language Arts (Four years)  
Language Arts Laboratory  
English Grammar/Public Speaking  
Business and Applied English

### **Health and Safety Education**

Drivers' Education

### **Industrial and Technology Education**

General Industrial Arts/Materials and Processes  
Metal and Wood Technology  
Industrial Safety and First Aid  
Production Systems/Manufacturing Systems  
Technology Systems/Emerging Technologies  
Research and Development  
Equipment Maintenance and Repair  
Upholstery  
Machining, Metalworking  
Sheet Metal, Welding

### **Social Sciences and History**

Business Law

## **How long does it take to receive training?**

To work as a construction foreman, you must have at least a high school diploma or GED; have work experience in the occupation being supervised; have good communication skills; and be able to direct and motivate people. Most construction foremen learn most of their skills on the job, however, they must have completed an apprenticeship program. In addition, they must work for a few years in trades such as carpentry or plumbing and have experience as a worker. Another way to prepare for construction foremen positions is to get a degree in engineering or construction management. Many employers train new supervisors in management theory and human resources. Supervisors may also learn new computer software.

## **When I'm ready to work, will there be job openings?**

The outlook for job openings for supervisors of construction and extraction workers is excellent. Above average growth is expected through 2014. With the building of a natural gas pipeline in Alaska, there will be a tremendous need for supervisors. Many openings in this field will also come from replacing those who retire. Nationally, the number of jobs for construction foremen is expected to grow as fast as average through the year 2014.

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