## CAREER PATHWAYS FOR ADULT EDUCATION

# **ABOUT CAREER PATHWAYS**

Career Pathways combine education, work readiness and job training to attain necessary skills and credentials for specific in-demand occupations or industries. Career Pathway maps illustrate how students can move along a career path in a specific occupational area from adult education through post-secondary or advanced job-training programs and into employment. To advance along a career pathway more quickly, explore opportunities to participate in education and training concurrently. It is suggested that this map be used in conjunction with information on specific education and training programs in Wyoming or in your local area.

Financial and Business Services

Business, Management & Technology Career Cluster

**Sector Description:**

Occupations in the Financial and Business services sector are engaged in activities that support the day-to-day

operations of organizations, including general management, banking and investments, finance, personal

administration, clerical activities, cleaning, etc. These activities occur in all sectors of the economy.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Entry or Certificate Options**

Administrative Assistant

**Sample Advanced or Degree Options**

Financial & Investment Analyst

Bank Teller

**Sequential -or- Concurrent**

Controller/Certified Public Accountant

#### Adult Education

-Core Skills: Reading, Writing, Math, Science

-English Language Skills

-Career Exploration & Planning

-High School Equivalency Preparation

-Employability Skills & Digital Literacy

-Integrated Education and Training

-Work Experience Trainings

Office Manager

Bookkeeper, Accounting & Auditing Clerks

Lawyer

Paralegal

Custom Service Representative

Marketing Manager

Auditor

Insurance Agent

##### Additional Occupational Options

-Real Estate Agent -Budget Analyst **Customized Pathway-Jobs/Courses**

-Project Manager -Payroll Clerk

-Public Relations Specialist -Advertiser

-Human Resource Specialist -Promotor

-Executive Secretary -Court Clerk

-Data Entry Technician -File Clerk

-Loan Officer -Credit Analyst

-Tax Preparer -Actuary

## CAREER PATHWAYS FOR ADULT EDUCATION- Financial and Business Services

**ADULT EDUCATION-High School Equivalency (HSE)**

**Median Wages: $10.49 Hourly / $21,818 Annual**

Many jobs require a high school diploma/equivalent. The official HSE tests (GED or HiSET)

require that students demonstrate proficiency in English, reading, writing, math, science

and social studies.

**SKILLS**

* read for comprehension
* understand math and its practical applications to the career
* using scientific rules & methods to solve problems
* effective oral and written communication skills
* strong critical thinking abilities: use of logic and reasoning to identify strengths and

weaknesses of alternative solutions, conclusions or approaches to problems.

* Digitally literate: proficient in Word, Excel and Powerpoint

ADMNISTRATIVE ASSISTANT

Median Wages: $18.91 Hourly / $21,827 Annual

**Description**: Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers.

**Job Duties**

* Greet visitors or callers & handle their inquires or direct them to the appropriate persons according to their needs
* Create, maintain, and enter information into databases
* Use computers for various applications, such as database management or word processing
* Operate office equipment, such as copiers or phone systems & arrange for repairs

**BANK TELLER**

**Median Wages: $17.49 Hourly / $ $36,380 Annual**

**Description:**  Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution’s various transactions.

**Job Duties**

* Count & balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines
* Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips
* Resolve problems or discrepancies concerning customers’ accounts
* Obtain & process information required for the provision of services, such as opening accounts, savings plan, and purchasing bonds.

**OTHER OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Median Wages:**

**Description:**

**Job Duties**

**ACCOUNTING CLERK**

**Median Wages: $22.05 Hourly / $45,860 Annual**

**Description:** Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

**Job Duties**

* Perform financial calculations
* Prepare & process payroll information
* Prepare bank deposits by compiling data from cashiers, verifying & balancing receipts & sending cash, checks or other forms of payments to banks
* Classify, record & summarize numerical & financial data to compile & keep financial records using journals, ledgers or computers

**PARALEGAL**

**Median Wages: $28.46 Hourly / $59,200 Annual**

**Description:** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent, conduct research to support a legal proceeding to formulate a defense or to initial legal action.

**Job Duties**

* Prepare affidavits or other documents, such as legal correspondence, organize & maintain documents in paper or electronic filing systems.
* Prepare legal documents: briefs, pleadings, wills, contracts, real estate closing statements
* Prepare for trial by performing tasks such as organizing exhibits
* Investigate facts & law cases and search pertinent sources, such as public records & internet sources to determine causes of action & to prepare cases

**CERTIFIED PUBLIC ACCOUNTANT**

**Median Wages: $46.51 Hourly / $96,732 Annual**

**Description:** Examine, analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

**Job Duties**

* Prepare detailed reports on audit findings
* Report to management about assess utilization & audit results & recommended changes in operations and financial activities
* Collect & analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations and management policies