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| OFFICE OF APPRENTICESHIPBULLETIN | **NO.**2025-94 |
| **DATE**May 20, 2025 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

 OFFICE OF APPRENTICESHIP STAFF

 STATE APPRENTICESHIP AGENCIES

**FROM:** MEGAN BAIRD /s/

 Acting Administrator, Office of Apprenticeship

**SUBJECT:** New National Occupational Framework (NOF) Apprenticeable Occupation: Accounting Technician

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new National Occupational Framework (NOF) to an apprenticeable occupation: Accounting Technician.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Accounting Technician will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
2. Summary – The occupation Accounting Technician was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Dr. Ricky C. Godbolt, Program Analyst, and approved by the OA Acting Administrator on May 20, 2025.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions, and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the competency-based training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards. Within certain limits, the sponsors of NOF apprenticeship programs are permitted to customize the job functions or competencies contained in a NOF for the Accounting Technician occupation.

However, OA encourages the use of all core competencies to be included in the approved WPS.

b. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New NOF Apprenticeable Occupation.** The occupation Accounting Technician was submitted for an apprenticeability determination.

Accounting Technician
O\*NET-SOC CODE: 43-3031.00

RAPIDS Code: 1125

Type of Training: Time-based, Hybrid, Competency-based

Term Length: Time-based 2000, Hybrid 2,000 – 4,000, Competency-based 1 year

Accounting Technicians perform the following duties:

* Complies with federal, state, and company policies, professional standards and codes of conduct, procedures, and regulations.
* Operates computer technology and accounting software to effectively and accurately account for business operations, e.g., Quickbooks, Sage.
* Accesses financial and accounting reports in order to perform duties related to their job function e.g., cash transactions, expenditures and revenues, accounts payable and receivables.
* Performs accurate financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
* Classifies, records, and summarizes financial data to compile and maintain financial records.

Accounting Technicians work under the guidance of accountants or financial professionals to compute, classify, and record numerical data to ensure financial record completeness. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining account records. Accounting technicians also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

The job titles of Accounting Technicians include accounting clerk, accounting assistant, accounting associate, accounts payable clerk, accounts payable specialist, accounts receivable clerk, financial specialist.

Apprenticeship Prerequisites:

Candidates should hold a high school degree or equivalent, have strong numerical skills, attention to detail, communication skills, and problem-solving skills.

1. **Inquiries.** If you have any questions, please contact Dr. Ricky C. Godbolt, Program Analyst, Division of Standards and Quality at (202) 693-3815 or Godbolt.Ricky.C@dol.gov .
2. **Attachments.**

