

accounting administrative assistant salary

Accounting Administrative Assistant Salary: A Comprehensive Guide

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Publisher: FinancialCareers.com, a leading online resource providing career advice and salary information for professionals in the finance and accounting industries.

Editor: David Lee, MA in Economics, 10 years of experience in content editing and career development publications.

Summary: This guide provides a comprehensive overview of the accounting administrative assistant salary, encompassing factors influencing compensation, geographic variations, best practices for negotiation, and common pitfalls to avoid. We delve into the skills and experience that command higher salaries, offer tips for maximizing earning potential, and explore future career prospects for those in this role.

Keywords: accounting administrative assistant salary, accounting assistant salary, administrative assistant salary accounting, finance administrative assistant salary, bookkeeping assistant salary, salary for accounting administrative assistant, accounting admin salary, average accounting administrative assistant salary, accounting administrative assistant salary range

Understanding the Accounting Administrative Assistant Salary

The salary of an accounting administrative assistant varies significantly based on several factors. This guide aims to provide a clear understanding of these factors and how they impact your earning potential. Understanding your worth is crucial when navigating the job market and negotiating your salary. Let's dive into the key elements influencing your accounting administrative assistant salary.

1. **Experience and Skills:** Entry-level positions typically offer lower salaries than those requiring specialized skills or experience. Proficiency in accounting software (e.g., QuickBooks, Xero), strong data entry skills, knowledge of bookkeeping principles, and experience with accounts payable/receivable directly impact your accounting administrative assistant salary. Advanced skills like proficiency in Excel, data analysis, and knowledge of different accounting standards (GAAP, IFRS) can significantly boost your compensation.

1. **Location:** Geographic location is a major determinant of salary. Metropolitan areas with high costs of living generally offer higher salaries for accounting administrative assistants compared to smaller towns or rural areas. Major financial hubs like New York, San Francisco, and London tend to have significantly higher accounting administrative assistant salary ranges.
1. **Company Size and Industry:** Large multinational corporations usually offer higher compensation packages than smaller firms. Industry also plays a role; industries like finance, technology, and healthcare often pay more than others. The accounting administrative assistant salary in a fast-growing tech startup might be higher than in a small non-profit organization.
1. **Education and Certifications:** While a formal accounting degree isn't always required, relevant certifications (e.g., QuickBooks ProAdvisor) can improve your chances of securing a higher salary. A relevant associate's or bachelor's degree can also increase your earning potential.
1. **Negotiation Skills:** Effectively negotiating your salary is critical. Research the average accounting administrative assistant salary in your area and industry before entering salary negotiations. Highlight your skills and accomplishments, and be prepared to justify your desired salary.

Best Practices for Maximizing Your Accounting Administrative Assistant Salary

Develop In-Demand Skills: Continuously upgrade your skills. Take online courses, attend workshops, and pursue certifications to enhance your marketability and command a higher accounting administrative assistant salary.

Network Strategically: Attend industry events, connect with professionals on LinkedIn, and build relationships to learn about potential job opportunities and salary ranges.

Highlight Achievements: Quantify your accomplishments whenever possible in your resume and during interviews. Showcase how you've contributed to increased efficiency or cost savings within your previous roles.

Research Salary Data: Use online resources like Glassdoor, Salary.com, and Payscale to research the average accounting administrative assistant salary in your location and industry.

Negotiate Confidently: Don't be afraid to negotiate your salary. Prepare a compelling case highlighting your value and be ready to walk away if the offer doesn't meet your expectations.

Common Pitfalls to Avoid

Underselling Yourself: Don't undervalue your skills and experience. Research the market rate and confidently negotiate your salary.

Ignoring Benefits: Don't solely focus on base salary; consider the overall compensation package, including health insurance, retirement plans, and paid time off.

Accepting the First Offer: Explore multiple job offers before accepting one. This allows you to compare salaries and benefits packages and make an informed decision.

Failing to Update Your Resume: Regularly update your resume to reflect your latest skills and accomplishments. A well-crafted resume is crucial for securing high-paying jobs.

Lack of Preparation: Thoroughly research the company and the role before the interview. Be prepared to answer questions about your salary expectations confidently and professionally.

Conclusion

The accounting administrative assistant salary is influenced by a complex interplay of factors. By understanding these factors, developing relevant skills, and practicing effective negotiation techniques, you can maximize your earning potential in this field. Continuous professional development and strategic career planning will pave the way for higher salaries and long-term career success.

FAQs

1. What is the average accounting administrative assistant salary in the US? The average salary varies by location but generally falls between \$35,000 and \$50,000 per year.
1. How can I increase my accounting administrative assistant salary? Develop in-demand skills, obtain relevant certifications, network strategically, and negotiate effectively.
1. What is the difference between an accounting administrative assistant and a bookkeeping assistant? While both roles involve administrative tasks, bookkeeping assistants typically have more direct involvement in the financial record-keeping process.
1. What are the career advancement opportunities for an accounting administrative assistant? Possible advancements include becoming a senior accounting assistant, an accounting clerk, or even pursuing further education to become a full-fledged accountant.

1. What are the most important skills for an accounting administrative assistant? Strong data entry skills, proficiency in accounting software (QuickBooks, Xero), excellent organizational skills, and attention to detail are crucial.
1. How does experience affect the accounting administrative assistant salary? More experience generally leads to higher salaries. Each year of experience can bring significant increases, especially in the early stages of a career.
1. What are the benefits of having an accounting administrative assistant certification? Certifications demonstrate competency and can increase your salary negotiation power.
1. How can I negotiate my accounting administrative assistant salary effectively? Research the average salary, highlight your skills and achievements, and be prepared to justify your salary expectations.
1. What is the typical work environment for an accounting administrative assistant? The typical work environment is an office setting, often involving computer work and interaction with colleagues and clients.

Related Articles:

1. Boosting Your Accounting Administrative Assistant Salary: Skill Development Strategies: This article focuses on specific skills to learn and certifications to pursue to increase your earning potential.
1. Negotiating Your Accounting Administrative Assistant Salary: A Step-by-Step Guide: A detailed guide on the art of salary negotiation, offering practical tips and examples.
1. The Top 10 Cities with the Highest Accounting Administrative Assistant Salaries: A comparative analysis of salary ranges across major US cities.

1. Accounting Administrative Assistant Salary Trends: A Look at the Future: This article explores predicted salary growth and the impact of technological advancements on the role.
1. How to Create a Winning Resume for an Accounting Administrative Assistant Position: Provides practical tips for crafting a resume that highlights relevant skills and experience.
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1. Accounting Administrative Assistant vs. Office Assistant: Salary and Job Description Comparison: A comparison of similar roles highlighting their differences and salary disparities.
1. The Importance of Networking for Accounting Administrative Assistants: This article emphasizes the role of networking in securing higher-paying positions.
1. Side Hustles to Supplement Your Accounting Administrative Assistant Salary: Provides ideas for supplemental income opportunities to increase overall earnings.

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United States. Bureau of the Budget, 1959

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accounting administrative assistant salary: [San Francisco Bay Area JobBank](#), 2000
Adams Media, Adams Media Corporation Staff, 1999-09

accounting administrative assistant salary: *Human Resources Administration* L. Dean Webb, M. Scott Norton, 2003 Representing a major revision of this comprehensive book, the fourth edition expands the authors' premise that the responsibility for successful human resources administration is one that is shared between central HR personnel and local principals. Numerous instructional activities bolster material that examines research relevant to each topic as it happens today and forecasts competencies that will be required of the HR professional tomorrow. Coverage addresses the primary HR processes of planning, recruitment, selection, induction, development, negotiation, compensation, and organizational climate, with special attention paid in this edition to the contribution effective HR administration can make to improving student achievement. For professionals in the field of Human Resources.

Additional Resources

The Best 10 Accountants near Ashburn, VA 20147 – Yelp

What are the best accountants who offer individual tax return preparation?

[Home – Nova Tax & Accounting Services | Ashburn, VA](#)

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classification range

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514065/Root 10327 0 R/Size 10351/Type/XRef ...

EL CAMINO COMMUNITY COLLEGE DISTRICT

el camino community college district salary ranges within each classification series in alpha order . updated april 4, 2025 . 1 . classification range

Deer Creek School District 2023-2024 Support Salary ...

District & Student Accounting Administrative Assistant 230 8 3 Registrar 230 8 4 ... Drivers 177 6 4 Technology Specialist 245 8 5 CDL Transportation Driver (6) & (8) Hours 177 6 or 8 6 ...

INDEX OF OCCUPATIONAL SERVICES CATEGORY B WATER ...

Service Occupational Position Title Salary ... Accounting Processor B 6
Accounting Processor A 8 Senior Accounting Processor B 10 Senior Accounting Processor A 12 Corporate Accounts ...

State of Minnesota Salary Plan Page 1 Classifications and ...

003931 Accounting Officer Coordinator Exempt - Administrative 14G 214 17L \$33.90 \$50.27 \$5,899 \$8,747 \$70,783 \$104,964 - 000979 Accounting Officer Inter Nonexempt 14G 214 08L ...

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Senior Accounting Administrative Assistant (260 Contract Days) Non-Exempt
Senior Administrative Assistant (260 Contract Days) Non-Exempt . 11 .
Carpenter (260 Contract ...

UNION: DISTRICT COUNCIL 37 EFFECTIVE: 2.5% June 1, 2021; ...

UNIT: CUNY White Collar UNION: DISTRICT COUNCIL 37 EFFECTIVE: 2.5% June 1, 2021; 2.5% June 1, 2022; 3% June 1, 2023; 3% June 1, 2024; and 3.125% June 1, 2025

VACANCY ANNOUNCEMENT - Department of Education

DIVISION/UNIT: Accounting Division - Bookkeeping Section A (BA) POSITION PROFILE Position: Administrative Assistant II (Bookkeeper) Salary Grade: 8 Annual Salary: ₱ ...

2021-2027 EOC Salary Schedule - The City University of New ...

EOC Accounting Assistant EOC Accountant Level I Level IA ** EOC Assistant # ... EOC Administrative Assistant 32,585 35,482 15.61 16.98 34,084 38,518 39,469 44,601 44,579 ...

JOB CLASSIFICATIONS, PAY GRADES, AND FLSA STATUS

Administrative Support II 3 Months: 2 Administrative Support III: 3 Months 3: Administrator V 6 Months: 12 Administrative Support I: 3 Months 1: Athletics III 6 Months: 8 Athletics IV: 6 ...

JOB DESCRIPTION/SPECIFICATION NO. 1 Position Title ...

Administrative Assistant II (Human Resource Management Assistant) Salary Grade 8 Plantilla Item Number URSB-ADAS2-44-2022 Monthly Salary ₱19,744.00 Employment Status ...

Commissioner NOTICEOFEXAMINATION - NYC.gov

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months. Experience used to meet the minimum ...

JOB POSTING # 1

Payroll Officer (Level 3), salary range \$1,291,408 – \$1,588,269 per annum and any applicable allowance(s) (2 positions – Kingston) – not vacant 17.
Administrative Assistant (Level 3), salary ...

Republic of the Philippines Department of Education

DIVISION/UNIT: Accounting Division POSITION PROFILE Position: Administrative Assistant III (Senior Bookkeeper) Non-Teaching Salary Grade: 9 Annual Salary: ₱ 254,532.00 Item No.: ...

Administrative Assistant II - 4CD

Salary Grade Effective Date Status Pages ... indexing records, and performing general accounting functions. DISTINGUISHING CHARACTERISTICS Administrative Assistant I-This ...

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Accounting Administrative Assistant Salary provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying ...

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and salary information used by Human Resource Directors, Elected Boards, and Commissions as ... 02.211 ADMINISTRATIVE ASSISTANT III . Provide a broad variety of secretarial and ...

DEPARTMENTAL SALARY REPORT - Government of ...

corporate services administrative officer i p 00014341 \$50,887 social worker i p 00015047 \$78,020 ... assistant deputy minister p 55558432 \$138,073 accounting clerk ii p 00011900 ...

State of Minnesota Salary Plan Classification and Salary ...

State of Minnesota Salary Plan Classification and Salary Ranges as of 10/1/2020 ... 003931 Accounting Officer Coordinator Exempt - Administrative: 14G 214: 17L 30.59: 45.36 5,323: ...

Class SAP Salary Code Class Title Range EEO Category ...

Jan 29, 2024 · Salary Range EEO Category 100H 51000778 OFFICE ASSISTANT 1 30 Office and Clerical 100H 51004975 OFFICE ASSISTANT 1 - TEAMSTERS 27 Office and Clerical ...

EOC Salary Chart 2017-2021 - The City University of New York

May 1, 2016 · EOC Accounting Assistant EOC Accountant Level I Level IA ** EOC Assistant # ... phased-in minimum wage increase to select full-time titles whose hourly equivalent salary was ...

VACANCY ANNOUNCEMENT - Department of Education

DIVISION/UNIT: Accounting Division POSITION PROFILE Position: Administrative Assistant III (Administrative Assistant II) Salary Grade: 9 Annual Salary: ₱ 254,532.00 Item No.: OSEC ...

EBMUD ALPHABETICAL SALARY SCHEDULE Effective April 22, ...

2019 12 5242 Accounting and Financial Systems Analyst 73 11,497 12,072 12,676 13,310 13,975 0 21 (II) 12 5210 Accounting Systems Supervisor 77 13,326 13,992 14,692 15,427 0 0 ... CNF ...

Government of Trinidad and Tobago

The incumbent is required to perform a variety of clerical/secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of ...

Accounting Administrative Assistant Salary [PDF] - x ...

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Accounting Administrative Assistant Salary Budget-Friendly Options 6.
Navigating Accounting ...

SALARY DETAIL BY BUDGET CONTROL FY 2022-23 ADOPTED ...

SALARY DETAIL BY BUDGET CONTROL FY 2022-23 ADOPTED BUDGET BUDGET ... Senior
Accounting Assistant D3-42. 1 2. 2 017. Staff Assistant A5-47. 1 1. 1 017.
Staff ... TOTAL ...

VACANCY ANNOUNCEMENT - Department of Education

DIVISION/UNIT: Accounting Division POSITION PROFILE Position: Administrative
Assistant III Salary Grade: 9 Annual Salary: Php 209,676.00 Item No.: OSEC-
DECSB-ADAS3- 42 -2004 ...

Academic Salary Floors - University of Minnesota Twin Cities

Academic Salary Floors Fiscal Year 2023 The following academic positions have
salary floors rather than salary range minimums, midpoints, and maximums.
Employees in academic ...

PROFESSIONAL AND ADMINISTRATIVE AP SALARY ...

Page 3 PROFESSIONAL AND ADMINISTRATIVE AP SALARY SCHEDULE Effective 8.1.2022
Pay AP Classifications Minimum 1st Step 2nd Step Job Rate Maximum Grades 11
46,927 ...

Accounting Administrative Assistant Salary (PDF) - x ...

Accounting Administrative Assistant Salary and Bestseller Lists 5. Accessing
Accounting Administrative Assistant Salary Free and Paid eBooks Accounting
Administrative Assistant ...

Position Title Administrative Assistant II

Position Title : Administrative Assistant II Place of Assignment : Accounting
Division PRC-Central Office P. Paredes Street Corner N. Reyes Street, Morayta
Manila Qualifications ... Salary ...

Volume II Index of Classes by Alphabetical Order

Salary Grade Occupational Service Code Occupational Group Code Class ID A ...
12 02-FS AC A1 Accountant II 16 02-FS AC A2 Accountant III 19 02-FS AC A3
Accountant IV 22 02-FS AC ...

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SAN DIEGO COUNTY WATER AUTHORITY CLASSIFICATION ...

General Manager Y Administrative Assistant 20 Asset Management Specialist I
24 ... Accounting Assistant I 06 Rate and Debt Manager 46 ... Accounting
Supervisor 37 Revised: 01/31/2024. ...

Benchmark Comparisons by Salary Range Market 50th ...

Benchmark Comparisons by Salary Range Maximum - State of Alaska as a % of
Market 50th Percentile ... 6 Administrative Assistant 2 Administrative and
Office Support; PB0152 PB01 - ...

Republic of the Philippines Department of Education

DIVISION/UNIT: Accounting Division POSITION PROFILE Position: Administrative
Assistant III (Senior Bookkeeper) Non-Teaching Salary Grade: 9 Annual Salary:
₱ 254,532.00 Item No.: ...

Classifications and Salary Ranges Classified Staff Effective July ...
Accounting Assistant I 10 Business Services ... - Business Services 17
Business Services Accounting Technician, Senior - Business Services 19
Business Services Administrative ...

Web Table 3.4. IMF Staff Salary Structure

Grade1 Range minimum Range maximum Illustrative position titles A01 31,290
46,930 Not applicable A02 35,030 52,540 Not applicable A03 39,220 58,820
Staff Assistant (beginning ...

Texas A&M System-wide Pay Plan Title Listing - Texas A&M ...

U8733 Assistant Manager: Administrative 10: Exempt U9280: Assistant Manager,
Bookstore Student Services: 9 Exempt: U8919 Assistant Manager, Environmental
Health and Safety: ...

FY2025 Compensation Schedule - Framingham, MA

(Salary + Differentials) Accounting JENNIFER ATWOOD MUNM Payroll
Administrator MUNM 1.00 M377 11 \$ 85,106 Accounting MARICELA CLAUSSELL-
QUINTANILLA MUNM Accounts ...

City of Rialto Allocated Positions Plan

Accounting Technician RCEA 3100 1.00 Administrative Analyst RMMA 3900 1.00
Administrative Assistant RCEA 2600 1.00 Assistant Civil Engineer RCEA 4200
2.00 Construction Inspector ...

CSEA Classification List - ohlone.edu

Jan 7, 2025 · senior administrative assistant** 42 student services assistant
30. eeo category - service/maintenance . job title salary range. ... job
title salary range accountant 46 accounting ...

Accounting Administrative Assistant Salary (PDF) - x ...

accounting administrative assistant salary in a fast-growing tech startup
might be higher than in a small non-profit organization. 4. Education and
Certifications: While a formal accounting ...

JOB TITLE JOB CODE JOB LOCKED PAY GRADE MIN RT ...

3D RECONSTRUCTION IMAGING TECHNOLOGIST COORDINATOR U2042 R04 \$60,114.00
\$91,708.00 \$123,302.00 \$5,009.50 \$7,642.34 \$10,275.17 \$231.21 \$352.73 \$474.24
\$28.90 ...

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Senior Accounting Administrative Assistant (260 Contract Days) Non-Exempt
Senior Administrative Assistant (260 Contract Days) Non-Exempt. 11. Carpenter
(260 Contract Days) ...

Accounting Administrative Assistant Salary (2024) - x ...

Accounting Administrative Assistant Salary books and manuals, several
platforms offer an extensive collection of resources. Accounting
Administrative Assistant Salary One such ...

Career Banding Rates (effective 11/1/18) - UNC Human ...

10752 Accounting Manager** \$51,195 \$71,613 \$87,177 \$105,037 \$120,454 200017
10750 Accounting Technician \$31,200 \$35,738 \$42,559 \$50,766 \$59,049 200015
Administrative ...

SAN DIEGO COUNTY WATER AUTHORITY CLASSIFICATION ...

General Manager Y Administrative Assistant 20 Asset Management Specialist I
24 ... Accounting Assistant I 06 Accounting Assistant II 12 Accounting
Supervisor 37 Revised: 06/23/2024. SAN ...

CLASSIFIED MANAGEMENT/CONFIDENTIAL 2024/2025 ...

2024/2025 SALARY SCHEDULE POSITIONS RANGE Administrative Assistant–Deputy Supt. (Confidential) 15 Administrative Secretary–Cabinet (Confidential) 13 Assistant Director, ...

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