



# Business Management & Administration

Work Experience      Job Training      Average Salary

## HIGH SCHOOL OR LESS

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Yellow bar	Circle with top half black	\$32,839
Receptionists and Information Clerks	Yellow bar	Circle with top half black	\$23,519
Bookkeeping, Accounting, and Auditing Clerks	Yellow bar	Circle with right half black	\$34,345
Payroll and Timekeeping Clerks	Yellow bar	Circle with right half black	\$36,663
Executive Secretaries and Executive Administrative Assistants	Yellow arrow pointing up	White circle	\$52,534
New Accounts Clerks	Yellow bar	Circle with left half black	\$30,330

## BACHELOR'S DEGREE AND ABOVE

Human Resources Managers	Green arrow pointing up	White circle	\$93,634
General and Operations Managers	Yellow arrow pointing up	White circle	\$119,850
Accountants and Auditors	Yellow bar	White circle	\$63,908
Administrative Services Managers	Yellow arrow pointing up	White circle	\$94,449
Budget Analysts	Yellow bar	White circle	\$73,647
Purchasing Managers	Green arrow pointing up	White circle	\$104,298
Management Analysts	Yellow arrow pointing up	White circle	\$90,315
Human Resources Specialists	Yellow bar	White circle	\$58,165

<b>Typical On-the-Job Training Needed to Attain Competency</b>	<b>Work Experience in a Related Occupation</b>
None	More than 5 years
Short-term On-the-Job Training	1 to 5 years
Moderate-term On-the-Job Training	Less than 1 year
Long-term On-the-Job Training	None
Apprenticeship	
Internship/Residency	