**Practice for Task 2: Research Jobs Handout**

**Level: Beginning**



**OCCUPATION: BOOKKEEPER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | DETAILS | | TRAINING | |
|  |  | |  | |
| Keep record of money, | Hourly wage: $15.49 - $24.27 | | **Education**: some college, no degree | |
| calculate totals, make | Annual Salary: $32,200 - $50,500 | | **Experience**: None | |
| financial reports, check |  | | On-the-job training available | |
| accuracy. |  | |  | |
| JOB DUTIES | | **TOOLS & TECHNOLOGY** | |  |
|  | |  | |  |
| * Operate computers | | * Desktop computers | |  |
| * Process payroll | | * Ledger paper | |  |
| * Check numbers | | * Accounting software | |  |
| * Send payments to bank | | * Financial analysis software | |  |
| * Prepare checks | |  | |  |

**LOCAL JOBS FOR: BOOKKEEPER**

ZIPCODE: 92584

|  |  |  |
| --- | --- | --- |
| Job Title | Company | Location |
|  |  |  |
| Accounting Clerk | Roberts Half International | Menifee, CA |
| Accounting Clerk II | AECOM | Riverside, CA |
| Accounting Associate | Hub International | Riverside, CA |



**OCCUPATION: SHEET METAL WORKER**

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| --- | --- | --- | --- | --- |
| DESCRIPTION | DETAILS | | TRAINING | |
|  |  | |  | |
| Make and install sheet metal products , operate | Hourly wage: $17.02 - $31.23 | | **Education**: high school diploma or equivalent | |
| equipment, weld | Annual Salary: $35,400 - $65,000 | | **Experience**: None | |
| materials. |  | | On-the-job training available | |
|  |  | |  | |
| JOB DUTIES | | **TOOLS & TECHNOLOGY** | |  |
|  | |  | |  |
| * Work with blueprints | | * Metal cutters | |  |
| * Measure materials | | * Metal folding machine | |  |
| * Weld materials | | * Shears | |  |
| * Make ducts for heating and A/C | | * CAD software | |  |
|  | |  | |  |

**LOCAL JOBS FOR: SHEET METAL WORKER**

ZIPCODE: 92585

|  |  |  |
| --- | --- | --- |
| Job Title | Company | Location |
|  |  |  |
| HVAC Sheet Metal Foreman | CyberCoders | Upland, CA |
| Architectural Sheet Metal | Tradesman International, Inc. | Rancho Cucamonga, CA |