**** **Tax Preparation Occupations**

**Labor Market Information Report**

Prepared by the San Francisco Bay Center of Excellence

for Labor Market Research

May 2018

# Recommendation

Based on all available data, there appears to be a significant undersupply of Tax Preparation workers compared to the demand for this cluster of occupations in the Bay region and in the SC-Monterey sub-region (Monterey, San Benito, Santa Cruz Counties). The annual gap is about 5,700 students annually in the Bay region, 2,020 students in the one-hour commute from Cabrillo sub-region and about 230 students in the SC-Monterey sub-region.

This report also provides student outcomes data on employment and earnings for programs on TOP 0502.00 – Accounting, in the state and region. There is another TOP code 0502.10 – Tax Studies that may be a better match for this program. Supply and outcomes data is provided for both. It is recommended that this data be reviewed to better understand how outcomes for Cabrillo students taking courses on TOP 0502.00 compare to potentially similar programs at colleges in the sub-region, region and state as well as to outcomes across all CTE programs at Cabrillo College and in the region.

# Introduction

This report profiles Tax Preparation Occupations in the 12 county Bay region and in the SC-Monterey sub-region and in a one-hour commute range from Cabrillo for a proposed new Tax Preparation program at Cabrillo College.

|  |
| --- |
| * **Accountants and Auditors (SOC 13-2011):** Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes “Tax Examiners and Collectors, and Revenue Agents” (13-2081). |
| *Entry-Level Educational Requirement: High school diploma or equivalent* |
| *Training Requirement: None* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 17%* |
|  |
| * **Tax Preparers (SOC 13-2082):** Prepares tax returns for individuals or small businesses. |
| *Entry-Level Educational Requirement: High school diploma or equivalent* |
| *Training Requirement: Moderate-term on-the-job training* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 31%* |
|  |
| * **Payroll and Timekeeping Clerks (SOC 43-3051):** Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes “Bookkeeping, Accounting, and Auditing Clerks” (43-3031). |
| *Entry-Level Educational Requirement: High school diploma or equivalent* |
| *Training Requirement: Moderate-term on-the-job training* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 49%* |
|  |

# Occupational Demand

**Table 1. Employment Outlook for Tax Preparation Occupations in Bay Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Accountants and Auditors | 51,394 | 56,369 | 4,974 | 10% | 28,372 | 5,674 | $24.60 | $37.62 |
| Tax Preparers | 4,433 | 4,666 | 233 | 5% | 2,650 | 530 | $15.27 | $24.35 |
| Payroll and Timekeeping Clerks | 6,425 | 6,665 | 239 | 4% | 3,461 | 692 | $16.43 | $26.62 |
| **Total** | **62,253** | **67,699** | **5,447** | **9%** | **34,483** | **6,897** | **$23.10** | **$35.54** |

*Source: EMSI 2018.2*

**Bay Region** includes Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2a. Employment Outlook for Tax Preparation Occupations in One Hour Commute Range from Cabrillo**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Accountants and Auditors | 18,272 | 19,983 | 1,711 | 9% | 10,033 | 2,007 | $24.36 | $39.42 |
| Tax Preparers | 1,629 | 1,721 | 92 | 6% | 977 | 195 | $13.78 | $23.44 |
| Payroll and Timekeeping Clerks | 2,100 | 2,187 | 87 | 4% | 1,148 | 230 | $15.17 | $25.79 |
| **TOTAL** | **22,001** | **23,891** | **1,890** | **9%** | **12,158** | **2,432** | **$22.70** | **$36.94** |

*Source: EMSI 2018.2*

**One hour commute range** includes 159 zip codes within a typical one hour commute from Cabrillo College in Aptos

**Table 2b. Employment Outlook for Tax Preparation Occupations in SC-Monterey Sub-Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Accountants and Auditors | 2,137 | 2,258 | 121 | 6% | 1,075 | 215 | $23.22 | $32.98 |
| Tax Preparers | 238 | 242 | 4 | 2% | 130 | 26 | $13.42 | $21.35 |
| Payroll and Timekeeping Clerks | 538 | 553 | 14 | 3% | 283 | 57 | $14.64 | $22.99 |
| **TOTAL** | **2,913** | **3,053** | **139** | **5%** | **1,488** | **298** | **$20.83** | **$30.19** |

*Source: EMSI 2018.2*

**SC-Monterey Sub-Region** includes Monterey, San Benito and Santa Cruz Counties

### Job Postings in Bay Region, One Hour Commute Range and SC-Monterey Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (May 2017 - Apr 2018)**

|  |  |  |  |
| --- | --- | --- | --- |
| Occupation | Bay Region | Four Counties\* | Three Counties |
| Accountants (13-2011.01) | 10,545 | 2,272 | 221 |
| Payroll and Timekeeping Clerks (43-3051.00) | 2,560 | 603 | 135 |
| Auditors (13-2011.02) | 1,861 | 493 | 40 |
| Tax Preparers (13-2082.00) | 299 | 97 | 39 |
| **Total** | **15,265** | **3,465** | **435** |

*Source: Burning Glass*\*Burning Glass does not have the capability to filter job postings at the zip code level. Therefore, for the one hour commute range, Santa Clara County was added to the three counties in the SC-Monterey sub-region to make the four counties sub-region.

**Table 4. Top Job Titles for Tax Preparation Occupations for latest 12 months (May 2017 - April 2018)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Common Title | Bay | Four Counties | Three Counties | Common Title | Bay | Four Counties | Three Counties |
| Senior Accountant | 2,302 | 384 | 46 | Tax Accountant | 203 | 44 | 5 |
| Staff Accountant | 2,211 | 433 | 86 | Property Accountant | 194 | 32 | 1 |
| Accountant | 1,923 | 419 | 29 | Payroll Analyst | 176 | 31 | 2 |
| Payroll Specialist | 919 | 235 | 28 | Tax Professional | 172 | 42 | 20 |
| Payroll Clerk | 561 | 140 | 60 | Project Accountant | 170 | 39 | 2 |
| Payroll Administrator | 324 | 55 | 7 | Internal Audit Manager | 164 | 39 | 0 |
| Revenue Accountant | 322 | 130 | 6 | Audit Senior | 137 | 62 | 3 |
| General Ledger Accountant | 310 | 70 | 1 | Tax Preparer | 126 | 47 | 15 |
| Junior Accountant | 304 | 38 | 2 | Accounting Manager | 119 | 42 | 1 |
| Fund Accountant | 285 | 24 | 0 | Corporate Accountant | 111 | 25 | 0 |
| Internal Auditor | 263 | 66 | 0 | Financial Accountant | 108 | 23 | 3 |
| Senior Tax Associate | 250 | 77 | 0 | Senior Revenue Analyst | 99 | 48 | 0 |
| Cost Accountant | 236 | 75 | 14 | Payroll Coordinator | 93 | 34 | 22 |
| Audit Manager | 210 | 54 | 5 | Payroll Processor | 89 | 21 | 0 |

*Source: Burning Glass*

# Industry Concentration

**Table 5. Industries hiring Tax Preparation Workers in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Industry – 4 Digit NAICS (No. American Industry Classification) Codes** | **Jobs in Industry (2017)** | **Jobs in Industry (2022)** | **% Change (2017-22)** | **% in Industry (2017)** |
| Accounting, Tax Preparation, Bookkeeping, and Payroll Services (5412) | 20,720 | 22,917 | 11% | 33.3% |
| Management of Companies and Enterprises (5511) | 3,632 | 3,691 | 2% | 5.8% |
| Computer Systems Design and Related Services (5415) | 2,124 | 2,554 | 20% | 3.4% |
| Local Government, Excluding Education and Hospitals (9039) | 2,122 | 2,214 | 4% | 3.4% |
| Management, Scientific, and Technical Consulting Services (5416) | 1,639 | 1,820 | 11% | 2.6% |
| Individual and Family Services (6241) | 1,220 | 1,406 | 15% | 2.0% |
| Computer and Peripheral Equipment Manufacturing (3341) | 1,157 | 1,246 | 8% | 1.9% |
| Other Information Services (5191) | 1,111 | 1,421 | 28% | 1.8% |
| Other Financial Investment Activities (5239) | 1,085 | 1,291 | 19% | 1.7% |
| Office Administrative Services (5611) | 860 | 938 | 9% | 1.4% |
| Scientific Research and Development Services (5417) | 782 | 868 | 11% | 1.3% |
| Education and Hospitals (Local Government) (9036) | 770 | 805 | 5% | 1.2% |
| Employment Services (5613) | 739 | 798 | 8% | 1.2% |

*Source: EMSI 2018.2*

**Table 6. Top Employers Posting Tax Preparation Occupations in Bay Region, One Hour Commute Range** **and SC-Monterey (May 2017 - April 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Bay** | **Employer** | **Four Counties** | **Employer** | **Three Counties** |
| H&R Block | 150 | Google Inc. | 79 | H&R Block | 21 |
| PricewaterhouseCoopers | 150 | PricewaterhouseCoopers | 55 | Jackson Hewitt Tax Service | 11 |
| Wells Fargo | 129 | Stanford University | 42 | Marriott International Inc | 11 |
| Google Inc. | 83 | H&R Block | 41 | California State University | 9 |
| KPMG | 63 | Jackson Hewitt Tax Service | 29 | Destination Hotels & Resorts | 9 |
| Deloitte | 59 | Deloitte | 26 | Granite Construction Inc | 8 |
| Moss Adams Llp | 55 | Ernst & Young | 24 | Monterey County Office Of Education | 7 |
| Jackson Hewitt Tax Service | 54 | Western Digital | 18 | University California | 6 |
| Marriott International Inc | 49 | Sandisk Corporation | 17 | Ventana Inn And Spa | 5 |
| Stanford University | 44 | University of Puget Sound | 17 | Kasavan Pope | 4 |
| Ernst & Young | 38 | Hitachi America | 16 | Languageline Solutions | 4 |
| Bvoh | 30 | KPMG | 16 | Plantronics | 4 |

*Source: Burning Glass*

# Educational Supply

There are 28 community colleges in the Bay Region issuing 943 awards annually on TOP 0502.00 – Accounting and TOP 0502.10 – Tax Studies, combined. There are five other educational institutions issuing 250 awards annually on two related CIP codes, CIP 52.3201- Accounting and CIP 52.3202 - Accounting Technology/Technician and Bookkeeping, for a total of 1,193 awards annually in the region.

**Table 7. Awards on TOP 0502.00 - Accounting or on TOP 0502.10 – Tax Studies or on CIP 52.3201 – Accounting or on CIP 52.3202 – Accounting Technology/Technician and Bookkeeping**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College | Sub-Region | CIP or TOP Code | Head-count | No of Transfers | Bache-lor’s | Asso-ciates | Certifi-cates | Total |
| Alameda | East Bay | 050200 | 269 | 58 | 0 | 12 | 2 | 14 |
| 050210 | 25 | n<10 | 0 | 0 | 0 | 0 |
| Berkeley City | East Bay | 050200 | 253 | 47 | 0 | 5 | 10 | 15 |
| Cabrillo | SC-Monterey | 050200 | 702 | 125 | 0 | 22 | 35 | 57 |
| Canada | Mid-Peninsula | 050200 | 279 | 50 | 0 | 10 | 15 | 25 |
| 050210 | 48 | n<10 | 0 | 0 | 0 | 0 |
| Chabot Hayward | East Bay | 050200 | 1,301 | 258 | 0 | 20 | 38 | 58 |
| Contra Costa | East Bay | 050200 | 255 | 48 | 0 | 0 | 6 | 6 |
| Deanza | Silicon Valley | 050200 | 2,878 | 558 | 0 | 32 | 47 | 79 |
| 050210 | 379 | 40 | 0 | 7 | 6 | 13 |
| Diablo Valley | East Bay | 050200 | 1,955 | 409 | 0 | 11 | 31 | 42 |
| 050210 | 47 | n<10 | 0 | 0 | 0 | 0 |
| Evergreen Valley | Silicon Valley | 050200 | 712 | 147 | 0 | 25 | 7 | 32 |
| 050210 | 33 | n<10 | 0 | 0 | 0 | 0 |
| Foothill | Silicon Valley | 050200 | 3,677 | 375 | 0 | 26 | 160 | 186 |
| Gavilan | Silicon Valley | 050200 | 382 | 61 | 0 | 9 | 2 | 11 |
| Hartnell | SC-Monterey | 050200 | 417 | 91 | 0 | 0 | 3 | 3 |
| Laney | East Bay | 050200 | 931 | 206 | 0 | 13 | 6 | 19 |
| 050210 | 74 | n<10 | 0 | 0 | 0 | 0 |
| Las Positas | East Bay | 050200 | 628 | 146 | 0 | 0 | 6 | 6 |
| Los Medanos | East Bay | 050200 | 384 | 71 | 0 | 13 | 8 | 21 |
| Marin | North Bay | 050200 | 219 | 46 | 0 | 2 | 5 | 7 |
| Merritt | East Bay | 050200 | 93 | 14 | 0 | 7 | 3 | 10 |
| Mission | Silicon Valley | 050200 | 826 | 194 | 0 | 13 | 9 | 22 |
| Monterey | SC-Monterey | 050200 | 479 | 101 | 0 | 4 | 5 | 9 |
| Napa | North Bay | 050200 | 372 | 77 | 0 | 9 | 5 | 14 |
| Ohlone | East Bay | 050200 | 912 | 104 | 0 | 4 | 4 | 8 |
| San Francisco | Mid-Peninsula | 050200 | 1,421 | 470 | 0 | 6 | 36\* | 42 |
| 050210 | 58 | 0 | 0 | 0 | 0 | 0 |
| San Jose City | Silicon Valley | 050200 | 458 | 120 | 0 | 16 | 11 | 27 |
| San Mateo | Mid-Peninsula | 050200 | 1,552 | 258 | 0 | 30 | 95 | 125 |
| 050210 | 150 | n<10 | 0 | 0 | 0 | 0 |
| Santa Rosa | North Bay | 050200 | 1,369 | 279 | 0 | 0 | 34 | 34 |
| Skyline | Mid-Peninsula | 050200 | 1,047 | 330 | 0 | 19 | 13 | 32 |
| 050210 | 72 | n<10 | 0 | 0 | 0 | 0 |
| Solano | North Bay | 050200 | 523 | 134 | 0 | 9 | 10 | 19 |
| West Valley | Silicon Valley | 050200 | 730 | 308 | 0 | 0 | 5 | 5 |
| Central Coast College | SC-Monterey | 52.0302 | n/a | n/a | 0 | 0 | 12 | 12 |
| Empire College | North Bay | 52.0301 | n/a | n/a | 0 | 8 | 1 | 9 |
| 52.0302 | n/a | n/a | 0 | 0 | 1 | 1 |
| Golden Gate University-SF | Mid-Peninsula | 52.0301 | n/a | n/a | 2 | 0 | 2 | 2 |
| Holy Names University | East Bay | 52.0301 | n/a | n/a | 2 | 0 | 0 | 2 |
| Menlo College | Mid-Peninsula | 52.0301 | n/a | n/a | 2 | 0 | 0 | 2 |
| Notre Dame de Namur University | Mid-Peninsula | 52.0301 | n/a | n/a | 28 | 0 | 0 | 28 |
| Saint Mary's College of CA | East Bay | 52.0301 | n/a | n/a | 3 | 0 | 0 | 3 |
| Santa Clara University | Silicon Valley | 52.0301 | n/a | n/a | 38 | 0 | 0 | 38 |
| University of San Francisco | Mid-Peninsula | 52.0301 | n/a | n/a | 76 | 0 | 0 | 76 |
| Holy Names University | East Bay | 52.0301 | n/a | n/a | 77 | 0 | 0 | 77 |
| **Total Bay Region** | |  | **24,571** | **5,156** | **228** | **332** | **633** | **1,193** |
| **Total Four Counties Sub-Region** | |  | **9,574** | **1,736** | **38** | **128** | **247** | **413** |
| **Total Santa Cruz-Monterey Sub-Region** | |  | **1,584** | **317** | **0** | **26** | **43** | **69** |

# *Source: IPEDS, Data Mart and Launchboard*

NOTE: Headcount of students and no. of transfer students is for 2016-17. The annual average for awards is 2014-17 unless there are only awards in 2016-17. The annual average for other postsecondary is for 2013-16.   
\*25 of the 36 Certificates at CCSF are noncredit awards. The reason that the college totals do not add up to regional or sub-regional totals for headcount is because of the deduplication of students taking courses at more than one college in the region or sub-region.

# Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 6,897 annual openings for the Tax Preparation occupational cluster and 1,193 annual awards for an annual undersupply of 5,704. In the one-hour commute range from Cabrillo, there is also a large labor market gap with 2,432 annual openings and 413 awards for an undersupply of 2,019. In the SC-Monterey sub-region, there is also a gap with 298 annual openings and 69 annual awards for an annual undersupply of 229.

# Student Outcomes

**Table 8a. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 0502.00 - Accounting**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2015-16** | **Bay  (All CTE Programs)** | **Cabrillo**  **(All CTE Programs)** | **State (050200)** | **Bay (050200)** | **SC-Monterey (050200)** | **Cabrillo**  **(050200)** | **Top College on 050200 in the region** | |
| % Employed Four Quarters After Exit | 74% | 70% | 72% | 75% | 75% | 76% | Merritt | 94%  (16 students) |
| Median Earnings Two Quarters After Exit | $10,310 | $8,390 | $8,925 | $10,440 | $8,585 | $11,735 | Foothill | $15,205  (over 400 students) |
| Median % Change in Earnings | 46% | 54% | 51% | 60% | 89% | 62$ | Foothill | 196%  (over 400 students) |
| % of Students Earning a Living Wage | 63% | 55% | 65% | 70% | 69% | 73% | Merritt | 100%  (14 students) |

*Source: Launchboard Pipeline (version available on 5/12/18)*

**Table 8b. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 0502.10 – Tax Studies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2015-16** | **Bay  (All CTE Programs)** | **Cabrillo**  **(All CTE Programs)** | **State (050210)** | **Bay (050210)** | **Top College on 050210 in the region** | |
| % Employed Four Quarters After Exit | 74% | 70% | 76% | 71% | Skyline | 76%  (16 students) |
| Median Earnings Two Quarters After Exit | $10,310 | $8,390 | $9,870 | $11,010 | Skyline | $12,450 |
| Median % Change in Earnings | 46% | 54% | 47% | 41% | DeAnza | 32% |
| % of Students Earning a Living Wage | 63% | 55% | 75% | 67% | DeAnza | 68%  (45 students) |

*Source: Launchboard Pipeline (version available on 5/12/18)*

# Skills, Certificates and Education

**Table 9. Top Skills for Tax Preparation Occupations in Bay Region (May 2017 - April 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Postings** | **Skill** | **Postings** | **Skill** | **Postings** |
| Accounting | 12,074 | Tax Returns | 991 | Audit Experience | 457 |
| Account Reconciliation | 4,444 | Fixed Assets | 970 | Risk Management | 456 |
| General Ledger | 3,665 | Project Management | 949 | Billing Systems | 455 |
| Generally Accepted Accounting Principles (GAAP) | 3,240 | Accounting Management | 940 | Invoicing | 429 |
| Payroll Processing | 3,227 | ADP Payroll | 933 | Clerical Duties | 408 |
| Month-End Close Processes | 2,616 | Staff Management | 870 | Financial Auditing | 404 |
| Financial Statements | 2,582 | Finance | 853 | Account Closing | 403 |
| Teamwork / Collaboration | 2,474 | Accounting Systems | 851 | Yardi Software | 394 |
| Budgeting | 2,428 | Spreadsheets | 764 | Contract Review | 380 |
| Financial Reporting | 2,362 | Process Improvement | 752 | Financial Accounting | 374 |
| Public Accounting | 2,348 | Peoplesoft | 746 | Tax Planning | 363 |
| Scheduling | 2,297 | Audit Planning | 717 | Tax Accounting | 358 |
| Balance Sheet | 2,043 | Corporate Accounting | 689 | Cash Flow Analysis | 347 |
| External Auditing | 1,852 | Revenue Recognition | 672 | Audit Reports | 342 |
| Enterprise Resource Planning (ERP) | 1,765 | Business Administration | 640 | Paycheck Distribution | 342 |
| Sarbanes-Oxley (SOX) | 1,563 | Customer Checkout | 632 | Multi-State Payroll | 338 |
| Oracle | 1,509 | Fund Accounting | 625 | Record Keeping | 337 |
| Customer Billing | 1,316 | Expense Reports | 623 | ADP Workforce | 330 |
| Data Entry | 1,275 | Tax Preparation | 606 | Tax Law | 322 |
| SAP | 1,268 | Bookkeeping | 594 | Cash Management | 321 |
| Accruals | 1,253 | Business Process | 592 | Tax Compliance | 315 |
| Internal Auditing | 1,220 | Accounting Software | 590 | Salesforce | 314 |
| Bank Reconciliation | 1,195 | Variance Analysis | 577 | Software as a Service (SaaS) | 312 |
| Financial Analysis | 1,158 | Great Plains Accounting Software | 566 | Payroll Preparation | 305 |
| Calculation | 1,130 | Cost Accounting | 538 | Data Analysis | 304 |
| NetSuite | 1,130 | Risk Assessment | 536 | Audit Management | 302 |
| Customer Service | 1,066 | Management Reporting | 511 | Payables | 302 |
| General Ledger Accounting | 1,044 | Invoice Processing | 504 | Workers' Compensation | 302 |
| Pivot Tables | 1,017 | Customer Contact | 500 | Payroll Reconciliation | 296 |
| Quickbooks | 997 | Revenue Accounting | 492 | Sales | 296 |

*Source: Burning Glass*

**Table 10. Certifications for Tax Preparation Occupations in the Bay Region (May 2017 - April 2018)**

Note: 68% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification** | **Postings** | **Certification** | **Postings** |
| Certified Public Accountant (CPA) | 4,253 | Certified Regulatory Compliance Manager (CRCM) | 107 |
| Certified Information Systems Auditor (CISA) | 403 | Certified Protection Professional (CPP) | 103 |
| Driver's License | 160 | Certified Information Systems Security Professional (CISSP) | 96 |
| Certified Payroll Professional (CPP) | 155 | Information Systems Certification | 71 |
| Certified Internal Auditor (CIA) | 139 | Project Management Certification | 46 |
| Financial Accounting Standards Board (FASB) | 122 | Fundamental Payroll Certification | 41 |

*Source: Burning Glass*

**Table 11. Education Requirements for Tax Preparation Occupations in Bay Region**

|  |  |
| --- | --- |
| **Education (minimum advertised)** | **Latest 12 Mos. Postings** |
| High school or vocational training | 420 (4%) |
| Associate Degree | 117 (1%) |
| Bachelor’s Degree or Higher | 9,042 (95%) |

*Source: Burning Glass*

# Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

# Sources

O\*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

Living Insight Center for Community Economic Development

Chancellor’s Office MIS system

# Contacts

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