

What the federal government and the media say about Certified Bookkeepers:

“Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants. Those with several years of accounting or bookkeeper certification will have the best job prospects.”

*Occupational Outlook Handbook
U.S. Department of Labor
Bureau of Labor Statistics*

“Small businesses often have only a bookkeeper as their sole financial officer. Now they can rely on that de facto CFO as a highly qualified and certified expert, complete with the experience, training and qualifications provided by a program established by the American Institute of Professional Bookkeepers (www.aipb.org).”

Atlanta Journal and Constitution

“Certified bookkeepers are one of the most critical positions within any organization, but most especially for the small business owner,” says Financial Consultant Anita Johnson. “This isn’t about data entry, this is about payroll, accruals, deferrals, adjusting trial balances, calculating depreciation and valuation of merchandise inventory. It’s the entire package. And if you’re certified, you become tremendously valuable.”

Sacramento (California) Bee

“Irene Hurst, director of the Small Business Development Center at the University of South Florida, says, ‘But how do you know a person actually knows about bookkeeping? I’ve seen business after business get in trouble because their bookkeeper didn’t keep records straight or was taking money.’ She recommends businesses hire certified bookkeepers when possible.”

Tampa Bay Business Journal

“Certified Bookkeepers demonstrate not only a proven knowledge of basic GAAP accounting,” says Margaret Stone, Pima Community College, (AZ), but the motivation to learn and the desire and ambition to be a professional.”

*Internal Auditing Report (publication for CPAs)
Warren Gorham Lamont*

The American Institute of Professional Bookkeepers (AIPB)

The national association for bookkeepers since 1987.

AIPB was founded in 1987 to improve bookkeepers’ professional status by advancing their skills and knowledge through continuing education and training.

AIPB’s certification program is the first and only national standard for bookkeeping in America—a high standard in advanced bookkeeping.

Over 200 colleges offer AIPB’s course in advanced bookkeeping to prepare bookkeepers for the national certification exam. There are also many bookkeepers who prepare for the exam on their own.

The AIPB Certification Advisory Board

Stephen Loeb, PhD,
Chairperson,
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Lita G. Schloss
Iona College (Retired)



American Institute of Professional Bookkeepers

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What is a Certified Bookkeeper (CB)?

In 1998, the American Institute of Professional Bookkeepers (AIPB) set the first and only national standard in advanced bookkeeping: The Certified Bookkeeper Program.

A *Certified Bookkeeper* has the proven ability to handle the books for a company of up to 100 employees.

To become certified, a bookkeeper must:

- 1 know basic bookkeeping, including double-entry accounting, before undertaking certification;
- 2 pass a national exam in advanced bookkeeping at Prometric Test Centers;
- 3 have at least 3,000 hours (2 years) of on-the-job experience in bookkeeping;
- 4 sign a Code of Ethics that assures commitment to integrity;
- 5 constantly update skills by earning 20 Continuing Education Credits every year.

**Here is how you
benefit from using
a Certified Bookkeeper...**