



# BUSINESS CAREERS


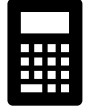



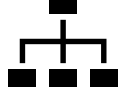

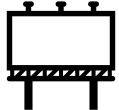




## IN SOUTHWEST & SOUTH CENTRAL MINNESOTA

Professional and Business Services cover a wide range of specialties and offer a wide range of career opportunities. In sum, there are more than **1,000 businesses** providing more than **9,250 jobs** in Southwest & South Central Minnesota, accounting for more than 5% of total employment.

Average annual wages were over **\$53,500** in 2019, which was over **\$10,000 higher** than the total of all industries. In addition, wages have increased almost twice as fast in Professional & Business Services as the rest of the region.

**Median wage offers** for job openings in these occupational groups range from **\$15 to \$35 per hour**, which is the equivalent of **\$30,000 to \$70,000 per year**. Most business and financial, computer, and architecture and engineering careers **require education and training past high school**, as well as certifications and specific work experience. However, there are many career pathways that allow people to work their way up the ladder.

### Professional & Business Services in Southwest/South Central Minnesota

 <b>Legal Services</b> <i>135 firms &amp; 554 jobs</i>	 <b>Accounting &amp; Payroll Services</b> <i>159 firms &amp; 754 jobs</i>	 <b>Architecture &amp; Engineering</b> <i>58 firms &amp; 861 jobs</i>
 <b>Specialized Design Services</b> <i>15 firms &amp; 31 jobs</i>	 <b>Computer Systems Design &amp; Services</b> <i>49 firms &amp; 461 jobs</i>	 <b>Management &amp; Technical Consulting</b> <i>53 firms &amp; 247 jobs</i>
 <b>Scientific Research &amp; Development</b> <i>11 firms &amp; 118 jobs</i>	 <b>Advertising &amp; Related Services</b> <i>18 firms &amp; 146 jobs</i>	 <b>Other Professional Services</b> <i>95 firms &amp; 633 jobs</i>
 <b>Management of Companies</b> <i>45 firms &amp; 1,414 jobs</i>	 <b>Administrative &amp; Support Services</b> <i>333 firms &amp; 3,441 jobs</i>	 <b>Waste Management Services</b> <i>52 firms &amp; 591 jobs</i>

### In Demand Business Careers

#### GENERAL AND OPERATIONS MANAGERS

**EDUCATION**

- High school diploma or GED
- Bachelor's degree in Business Administration, Management, or related field

**IMPORTANT QUALITIES**

- Communication Skills
- Organizational Skills
- Problem Solving Skills
- Decision Making Skills
- Customer Service Skills

**WHAT THEY DO**

- Determine resource needs
- Develop organizational structure
- Direct financial and operational operations
- Direct sales, marketing, or customer service activities
- Manage environmental sustainability programs
- Monitor performance of organizational members
- Conduct employee training

**EMPLOYMENT OPPORTUNITIES**

Employment of General and Operations Managers is projected to grow 3.5% percent from 2018 to 2025. This includes the demand due to replacement workers leaving the occupation or retiring as well as new growth.

**WORK ENVIRONMENT**

General and Operations Managers work in a wide variety of settings including business, manufacturing, and retail as well as starting their own business. Managers usually work full-time in office settings.

**MEDIAN HOURLY WAGE** \$25.92 (\$53,912 per year)

#### BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

**EDUCATION**

- High school diploma or GED
- Bachelor's degree in Accounting or related field

**IMPORTANT QUALITIES**

- Communication Skills
- Organizational Skills
- Problem Solving Skills
- Decision Making Skills
- Customer Service Skills

**WHAT THEY DO**

- Code classification
- Prepare computerized financial statements
- Prepare financial or account records
- Maintain inventory records
- Prepare documentation for financial statements
- Conduct audits
- Prepare checks for deposit or payment
- Record records of financial transactions
- Verify accuracy of financial data

**EMPLOYMENT OPPORTUNITIES**

Employment of Bookkeeping, Accounting and Auditing Clerks is projected to grow 3.5% percent from 2018 to 2025.

**WORK ENVIRONMENT**

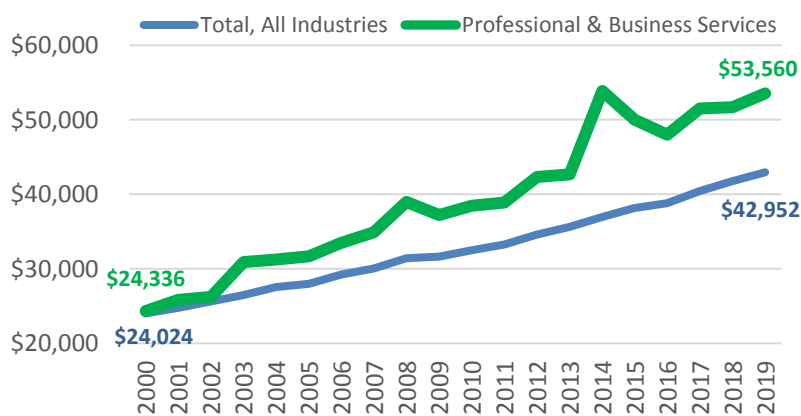
Typically work in office settings with frequent use of email and computer systems. Accuracy is very important. Must be able to read their own meters. Frequently work with groups or teams.

**MEDIAN HOURLY WAGE** \$13.57 (\$28,214 per year)

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### Average Annual Wages in Southwest & South Central Minnesota, 2000-2019



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# BUSINESS CAREERS

## IN SOUTHWEST & SOUTH CENTRAL MINNESOTA

**CAREER PATHS IN BUSINESS SERVICES**  
 IN SW/SC MN

**1-2 YEAR COLLEGE DEGREE**  
 Bookkeeping, Accounting, & Auditing Clerk **\$17.45**  
 Business Operation Specialist **\$24.60**  
 Loan Officer **\$34.68**  
 Sales Representative **\$28.55**  
 Human Resources Specialist **\$17.62**

**HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING**  
 Customer Service Representative **\$16.14**  
 General Office Clerk **\$15.70**  
 Receptionist & Information Clerk **\$13.29**  
 Secretary & Administrative Assistant **\$17.95**

**4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE**  
 Accountant & Auditor **\$28.74**  
 Financial Manager **\$48.10**  
 Financial Advisor **\$37.55**  
 Training & Development Specialist **\$26.62**  
 Human Resources Manager **\$40.51**  
 Marketing Manager **\$48.42**  
 Sales Manager **\$43.91**  
 General & Operations Manager **\$33.94**

**WHY CHOOSE A CAREER IN BUSINESS?**

- It is a practical choice
- It is easier to switch to a different job mid-career
- Business careers can offer more opportunities for advancement
- Earn a great income
- Opportunities exist in all industries

These jobs are in demand in Southwest and South Central Minnesota and these are SW/SC Minnesota Median wages. Data collected from Department of Employment and Economic Development.

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**SOUTH CENTRAL WORKFORCE COUNCIL** **CareerForce** **PRIVATE INDUSTRY COUNCIL**

View additional information regarding career paths in business services:  
<https://www.careeronestop.org/>

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**CAREER PATHS IN BUSINESS SERVICES**

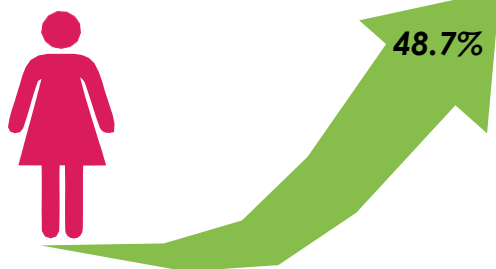
**4-YEAR OR MORE COLLEGE DEGREE AND/OR EQUIVALENT EXPERIENCE**  
 Financial Manager **\$48.10** Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.  
 Accountant & Auditor **\$28.74** Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.  
 Financial Advisor **\$37.55** Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.  
 Training & Development Specialist **\$26.62** Design and conduct training and development programs to improve individual and organizational performance.  
 Human Resources Manager **\$40.51** Plan, direct, or coordinate human resources activities and staff of an organization.  
 Marketing Manager **\$48.42** Plan, direct, or coordinate marketing policies and programs, and identify potential customers. Oversee product development or monitor trends that indicate the need for new products and services.  
 Sales Manager **\$43.91** Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives.  
 General & Operations Manager **\$33.94** Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, such as personnel, purchasing, or administrative services.

**1-2 YEAR COLLEGE DEGREE**  
 Bookkeeping, Accounting, and Auditing Clerk **\$17.45** Compile, classify, and record numerical data to keep financial records complete.  
 Loan Officer **\$34.68** Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods.  
 Business Operation Specialist **\$24.60** Plan, direct, or coordinate the operations of organizations.  
 Sales Representative **\$28.55** Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.  
 Human Resources Specialist **\$17.62** Screen, recruit, interview, and place workers.

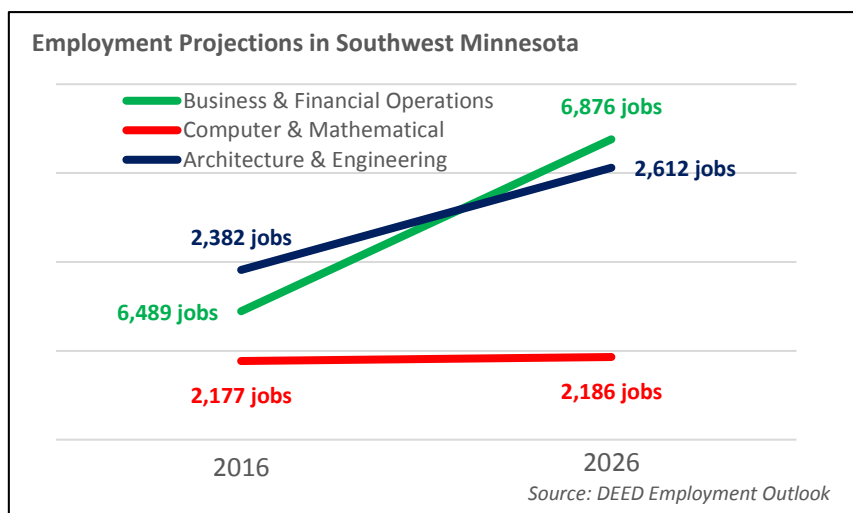
**HIGH SCHOOL DIPLOMA OR GED / ON-THE-JOB-TRAINING**  
 Customer Service Representative **\$16.14** Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.  
 General Office Clerk **\$15.70** Answer telephones, bookkeeping, typing, data entry, office machine operation, and filing.  
 Receptionist & Information Clerk **\$13.29** Provide information to the general public, customers, and visitors.  
 Secretary & Administrative Assistant **\$17.95** Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

### Women In Business

Though typically viewed as a male-dominated industry, almost 50% of jobs in Professional and Business Services were held by females in 2019.



In sum, business careers are expected to grow nearly **+6%** over the next 10 years, adding more than **600 new jobs**. In addition, there will be more than **3,000 replacement openings** as current workers retire or change jobs for other reasons.



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