

BACKGROUND ON **BUSINESS**



Certified Bookkeepers Come With A Guarantee

(NAPSA)—To paraphrase Forrest Gump, hiring a bookkeeper is like a box of chocolates: You never know what you're going to get. That's because anyone can say, "I'm a bookkeeper."

You can, however, hire a bookkeeper certified by the American Institute of Professional Bookkeepers (AIPB), the national association for bookkeepers.

"You can sleep at night knowing that your business is in competent hands."
—AIPB co-president Steve Sahlein

To become certified, a bookkeeper must:

- pass three exams at Prometric (formerly Sylvan) test centers in adjusting entries, error correction, depreciation, payroll and inventory;
- have two years' on-the-job experience (same as CPAs);
- sign and perform according to a code of ethics; and
- maintain skills and knowledge with continuing professional education every year.

More than 30 colleges and universities offer courses to prepare students for the exam.

The Bureau of Labor Statistics' *Occupational Outlook Handbook* predicts that certified bookkeepers "will have the best job prospects."

"Having a Certified Bookkeeper usually pays for itself in reduced bills from your CPA," says AIPB co-president Steve Sahlein. "And you can sleep at night knowing that your business is in competent hands."

A free booklet, *The Certified Bookkeeper Program*, can be downloaded at www.aipb.org.