



Business and financial operations workers

This occupational group includes purchasing agents, compliance officers, human resource workers, logisticians, fundraisers, market research analysts, accountants, auditors, credit counselors, and tax examiners.

Cognitive and mental requirements

The qualifications that workers need to use judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2023, more than basic people skills were required for 98.1 percent of business and financial operations workers, and basic people skills were required for 1.9 percent.

Table 1. Percentage of business and financial operations workers with cognitive and mental requirements, 2023

Requirement	Yes	No
Pace: Pause control	97.0	3.0
Interaction with general public	83.0	17.0
Working around crowds	1.4	98.6
Telework	45.9	54.1
Work review: Supervising others	18.2	81.8
Work review: Presence of supervisor	58.8	41.2

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

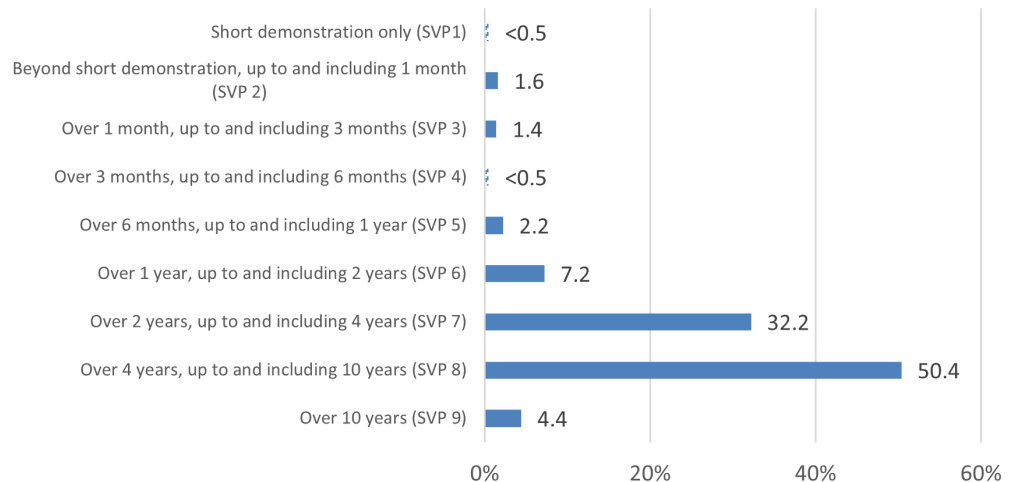
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

In 2023, credentials were required for 29.9 percent of business and financial operations workers. Prior work experience was required for 82.7 percent and on-the-job training was required for 69.4 percent.

A bachelor's degree was required for 69.9 percent of business and financial operations workers.

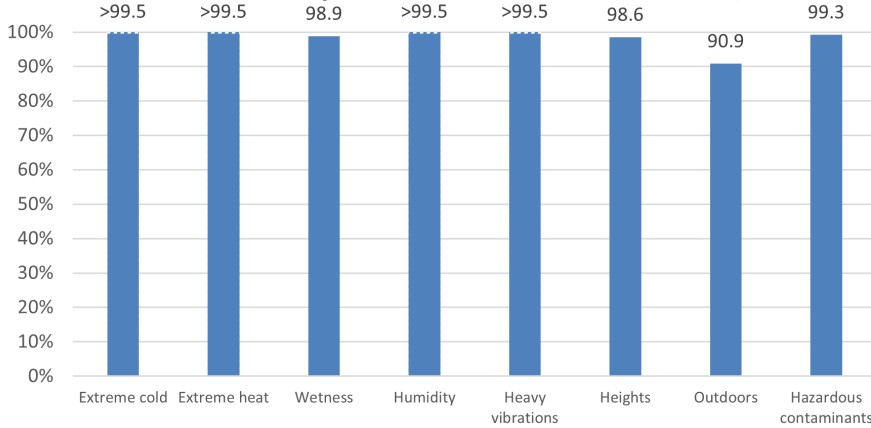
Chart 1. Percentage of business and financial operations workers by specific preparation time (SVP) level, 2023



Note: Striped bars represent range estimates where precise value is unpublished.

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Chart 2. Percentage of business and financial operations workers without exposure to environmental conditions, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

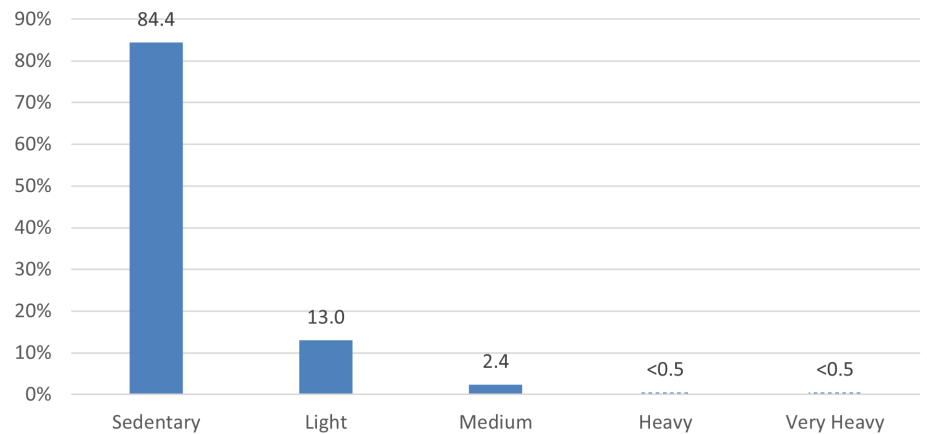
In 2023, greater than 99.5 percent of business and financial operations workers were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for 98.9 percent, greater than 99.5 percent were not exposed to heavy vibrations, and 90.9 percent were not exposed to the outdoors.

Physical demands

Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2023, keyboarding was required for greater than 99.5 percent of business and financial operations workers and was not required for less than 0.5 percent. For less than 0.5 percent of workers, keyboarding was seldom performed, for 23.5 percent keyboarding occurred occasionally, 73.2 percent frequently, and for 3.2 percent keyboarding occurred constantly.

Chart 3. Percentage of business and financial operations workers by strength level requirements, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

Performing work in low postures was required for 10.0 percent of business and financial operations workers and was not required for 90.0 percent.

The choice to sit or stand when performing critical tasks was available to 95.3 percent of business and financial operations workers. On average, workers spent 86.8 percent of the workday sitting and 13.2 percent of the workday standing.

Table 2. Percentage of business and financial operations workers with physical demands, 2023

Requirement	Yes	No
Choice of sitting or standing	95.3	4.7
Driving	20.0	80.0
Climbing structure-related ramps or stairs	10.8	89.2

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey