



## 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 judgement, make decisions, interact with others, and adapt to changes in jobs.

In 2024, more than basic people skills were required for 98.3 percent of business and financial operations workers, and basic people skills were required for 1.7 percent.

**Table 1. Percentage of business and financial operations workers with cognitive and mental requirements, 2024**

Requirement	Yes	No
<b>Adaptability: Work schedule variability</b>	30.1	69.9
<b>Pace: Pause control</b>	98.1	1.9
<b>Telework</b>	60.6	39.4
<b>Work review: Presence of supervisor</b>	49.0	51.0
<b>Work review: Supervising others</b>	20.9	79.1
<b>Working around crowds</b>	0.9	99.1

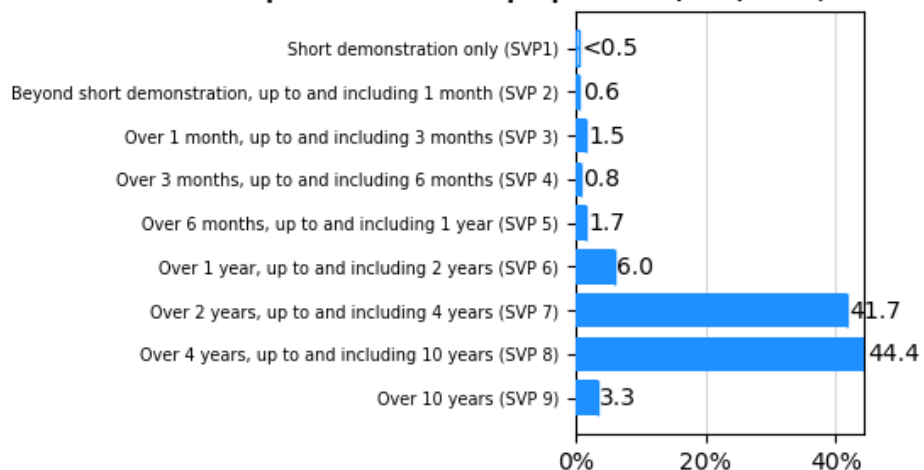
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

## 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 2024, credentials were required for 28.8 percent of business and financial operations workers. Prior work experience was required for 77.3 percent and on-the-job training was required for 75.9 percent.

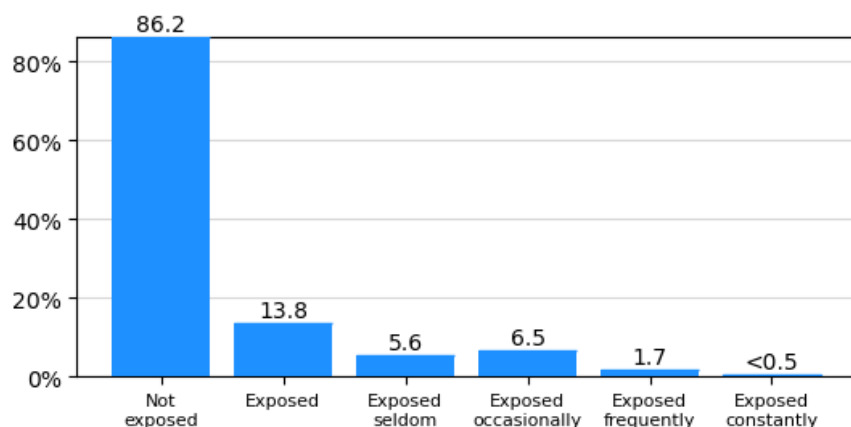
**Chart 1. Percentage of business and financial operations workers by specific vocational preparation (SVP) level, 2024**



Note: Striped bars represent range estimates where precise value is unpublished.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

A bachelor's degree was required for 60.5 percent of business and financial operations workers.

**Chart 2. Percentage of business and financial operations workers with outdoor exposure and duration, 2024**



Note: Striped bars represent range estimates where precise value is unpublished.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 2024, a quiet noise exposure was present for 42.8 percent of business and financial operations workers. Another 57.1 percent were exposed to moderate noise, less than 0.5 percent were exposed to loud noise, and less than 0.5 percent to very loud noise. Personal protective equipment (PPE) was used by 1.2 percent of workers to mitigate noise exposure, and was not used by 98.8 percent.

## Physical demands

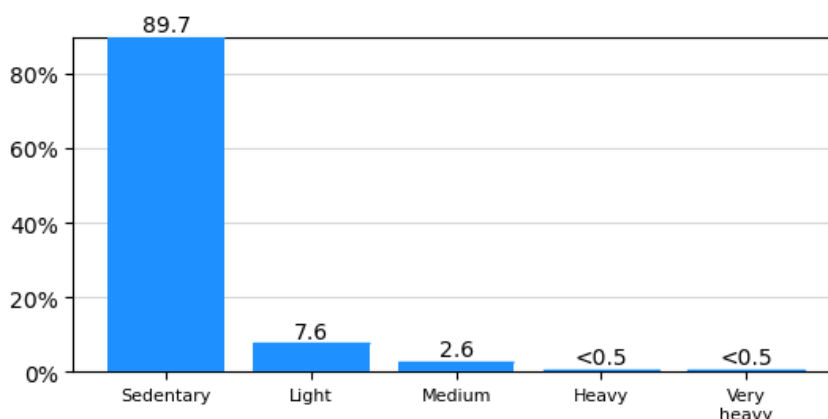
Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2024, reaching at or below the shoulder was required for 25.7 percent of business and financial operations workers and was not required for 74.3 percent. For 10.6 percent of workers, reaching at or below the shoulder was seldom performed, for 14.5 percent reaching at or below the shoulder occurred occasionally, 0.7 percent frequently, and for less than 0.5 percent reaching at or below the shoulder occurred constantly.

Performing work in low postures was required for 8.0 percent of business and financial operations workers and was not required for 92.0 percent.

The choice to sit or stand when performing critical tasks was available to 90.1 percent of business and financial operations workers. On average, workers spent 90.2 percent of the workday sitting and 9.8 percent of the workday standing.

**Chart 3. Percentage of business and financial operations workers by strength level requirements, 2024**



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

**Table 2. Percentage of business and financial operations workers with physical demands, 2024**

Requirement	Yes	No
Choice of sitting or standing	90.1	9.9
Climbing structure-related ramps or stairs	14.2	85.8
Driving	24.5	75.5

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