ACCOUNTING CAREER SUMMARY

CAREER RESPONSIBILITIES
Accountants maintain the financial records and supervise the recording of transactions of businesses, corporations and not-for-profit organizations, as well as governmental units. They design and maintain systems to record changes in assets and liabilities; supervise accounting for expenses, payment, purchases, and inventories; and prepare periodic tax and financial reports. Areas of possible concentrations in accounting include budgets, cost, taxes, systems accounting, and systems design auditing and financial reporting. Accountants work with people and must be able to communicate orally and in writing. One of the major functions of accountants is to give advice to management on potential courses of action. The Bachelor of Science degree in accounting prepares the students for the Uniform Certified Public Accountant Examination. This degree is a solid basis for employment as an accountant or in other business-related areas, such as economic analysis, credit analysis, marketing, personnel, banking or management of the total operation. Some students may elect further study in accounting, business or law.

SKILLS ASSOCIATED WITH ACCOUNTING MAJORS:
• Ability to work with computers
• Skill with numbers
• Ability to work alone and for long periods of time
• Tendency toward analytical thinking
• Capacity for precision, detail, order, patience, integrity, thoroughness
• Proficiency in written and oral communication
• Organize, analyze, or interpret numerical data
• Operate/use information derived from computers
• Explain complex financial data to others
• Lead, supervise, and direct others

SAMPLE CAREER TITLES
Accountant		Financial Analyst		Treasurer Claims Adjuster
Cost Accountant	Public Accountant	Inventory Control Specialist
Methods and Procedures	Budgetary Control	Treasury Management Specialist
Specialist	Analyst General	Collection Agent
Actuary Credit and Collection	Auditor Securities	IRS Investigator
Specialist	Broker Certified	Trust Accountant
Payroll Manager	Public Governmental	Commercial Banker
Assistant Controller	Accountant Stock	Loan Administrator
Entrepreneur	Broker	Underwriter
Personal Financial Planner	Chief Cost Accountant	Commodities Trader
Auditor	Industrial Buyer	Loan Officer
Estate Planner	Systems Analyst	Consumer Credit Officer
Plant Accountant	Chief Financial Officer	Logistics Specialist
Bank Examiner	Internal Auditor	Controller
FBI Agent	Tax Lawyer	Managerial Accountant
Professor Benefits	CIA Agent	Corporate Accountant
Administrator	International Trade Specialist	Management Consultant

**Some careers may require additional training and/or education**

To find out more about the daily work of these professions, skills needed, and salary ranges, go to Occupational Outlook Handbook and type a career title into the search field.

Or schedule an appointment with a Career Counselor to see how your skills, interest, and abilities may match with this career field.