

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