ACCOUNTING

Education Example

Pace University, Lubin School of Business

*B.B.A. in Accounting*

GPA: 3.X

Summary

Accountants help to ensure that firms are run efficiently, public records kept accurately, and taxes paid properly and on time. They analyze and communicate financial information for various entities such as companies, individual clients, and Federal, State, and local governments. Beyond carrying out the fundamental tasks of the occupation—providing information to clients by preparing, analyzing, and verifying financial documents—many accountants also offer budget analysis, financial and investment planning, information technology consulting, and limited legal services. Specific job duties vary widely among the four major fields of accounting and auditing: public accounting, management accounting, government accounting, and internal auditing. (www.bls.gov/oco/ococ001.htm)

Selected Occupational Opportunities

- Accountant, Public Practice
- Accounts payable Supervisor
- Auditor/Audit Manager
- Bank Examiner
- Benefits Analyst/Administrator
- Budget Accountant
- Business Credit/Loan Analyst
- Business Teacher
- Certified Public Accountant
- Chief Financial Officer
- Claim Adjuster/Examiner
- Consolidation Manager
- Controller
- Credit/Loan Officer
- Contract Administrator
- Corporate Accountant
- Credit/Collection Manager
- Cost Department Supervisor
- EDP Auditor
- Estate Planner
- External Auditor
- Financial Aid Director
- Financial Analyst
- Financial Investment Analyst
- Financial Planner
- Forensic Accountant
- Fund Raiser
- Industrial/Institutional Buyer
- Internal Auditor
- International Trade Specialist
- Inventory Control Specialist
- IRS Investigator
- Management Accountant
- Management Consultant
- Manager, Administrative Services
- Merger and Acquisition Specialist
- Payroll Manager
- Production Manager
- Property Accountant
- Sales Manager
- SEC Accountant
- Tax Accountant
- Tax Compliance Specialist
- Tax Supervisor/Auditor
- Treasury Manager
- Treasurer
- Underwriter

Skills and Abilities

- Very detail oriented and highly accurate
- Strong mathematical skills
- Quick and accurate interpretation of facts and figures
- Good oral and written communication skills
- Adaptable, flexible, and able to quickly memorize constantly changing rules and regulations
- Strong interest in working with numbers
- Able to categorize tasks in orderly and systematic ways to reach practical fiscal solutions
- Practical and dependable
- Thorough and stable
Job Outlook
The need for accountants is expected to grow at a much faster rate between now and 2018 than the average rate of growth for other fields. The increasing number of business establishments creates a need for more accountants to set up books, prepare taxes, and provide management advice. The continued globalization of business also will lead to more demand for accounting expertise and services related to international trade and accounting rules and international mergers and acquisitions. Increased scrutiny of company finances and accounting procedures will create opportunities for accountants, particularly CPAs, to audit financial records more thoroughly. Management accountants and internal auditors increasingly will be needed to discover and eliminate fraud before audits, and ensure that important processes and procedures are documented accurately and thoroughly. Forensic accountants also will be needed to detect illegal financial activity by individuals, companies, and organized crime rings.

Resources & References
The most comprehensive site about occupations, including current salary and job prospects, is the US Government’s Occupational Outlook Handbook: [http://stats.bls.gov/oco/](http://stats.bls.gov/oco/)

Tax and Accounting Sites Directory ([www.taxsites.com](http://www.taxsites.com))
National Society of Public Accountants ([www.nsacct.org](http://www.nsacct.org))
American Society of Women Accountants ([www.aswa.org](http://www.aswa.org))
American Institute of Certified Accountants ([www.aicpa.org](http://www.aicpa.org))
What Can I Do With This Degree? ([http://www.pace.edu/emplibrary/accounting.pdf](http://www.pace.edu/emplibrary/accounting.pdf))