

# what can I do with a degree in... accounting



## OCCUPATIONAL TITLES

- Bookkeeping Clerk
- Accounting Clerk
- Auditing Clerk
- Senior Accounting Clerk
- Certified Public Accountant
- Forensic Accountant
- Tax Professional
- Management Accountant
- Government Accountant
- Internal Auditor
- Government Auditor
- Financial Advisor
- Financial Analyst
- Financial Consultant
- Financial Accountant
- Budget Analyst
- Cost Estimator
- Loan Officer
- Operations Auditor
- Tax Examiner
- Revenue Agent

## EMPLOYMENT SETTINGS

- Public accounting firms
- Private accounting firms
- Corporations
- Universities/colleges
- Local/state/federal government
- Computer and data processing services
- Accounting, auditing and bookkeeping firms
- Self-employment
- Central or regional offices of businesses
- Hospitals

## TYPICAL WORK ACTIVITIES

- Update and maintain accounting records
- Tabulate expenditures
- Process accounts payable and receivable
- Prepare profit and loss statements
- Maintain company's books
- Post details of transactions
- Monitor loans and accounts
- Reconcile billing vouchers
- Ensure completeness and accuracy of accounts
- Code documents
- Review computer printouts against manually maintained journals
- Review invoices and statements
- Reconcile computer reports

## SKILLS & ABILITIES

- Analytical skills
- Problem-solving skills
- Mathematical skills
- Good communication skills
- Ability to use accounting computer software
- Attention to details

## INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- American Institute of Certified Public Accountants: [www.aicpa.org](http://www.aicpa.org)
- Indiana CPA Society: [www.incpas.org](http://www.incpas.org)
- IUSB Accounting Association Links: [www.iusb.edu/~accounti/Links.html](http://www.iusb.edu/~accounti/Links.html)
- Accounting.com: [www.accounting.com](http://www.accounting.com)
- CPA Directory: [www.cpadirectory.com](http://www.cpadirectory.com)
- Firms and Career Search: [www.taxsites.com/firms.html](http://www.taxsites.com/firms.html)
- Careers in Accounting: [www.careers-in-accounting.com](http://www.careers-in-accounting.com)
- Jobs in the Money: [www.jobsinthemoney.com](http://www.jobsinthemoney.com)
- Just Accounting Jobs: [www.justaccountingjobs.com](http://www.justaccountingjobs.com)
- Hot Jobs.com: Accounting/Finance Jobs: [www.hotjobs.com/htdocs/channels/accounting](http://www.hotjobs.com/htdocs/channels/accounting)
- Account Temps: [www.accountemps.com](http://www.accountemps.com)
- Accounting Professionals: [www.accountingprofessional.com](http://www.accountingprofessional.com)
- Tax Jobs: [www.tax-jobs.com](http://www.tax-jobs.com)
- Crowe: [www.crowechizek.com](http://www.crowechizek.com)
- McGladrey & Pullen: [www.mcgladrey.com](http://www.mcgladrey.com)