

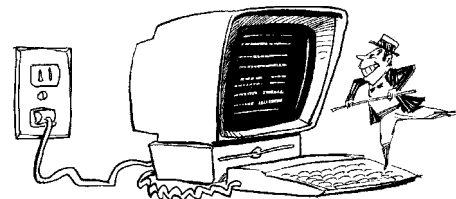
CAREER OPPORTUNITIES FOR ACCOUNTING MAJORS

If there is one question that career counselors and faculty advisors are asked more often than all others by students seeking assistance with career planning, it is this: *"What can I do with this major?"* An undergraduate student in the liberal arts and sciences is actually developing a broad array of skills that might be applied to any number of careers, rather than developing an in-depth expertise in just one area. Therefore, a better question to pose might be: *"What skills am I developing in my major, and how might I explore careers that would require these skills?"*

Accountants prepare, analyze, and verify financial reports that furnish current financial data. There are generally four types of accountants: public, management, government, and internal auditing. Accountants most often concentrate on one area of accounting such as auditing, preparing taxes, or installing accounting systems. Students should talk with their advisors regarding certification (i.e. CPA & CMA) if they want to pursue public or corporate accounting.

SKILLS/ABILITIES

- ❖ Advanced computer skills
- ❖ Math abilities
- ❖ Ability to work well with people
- ❖ Problem solving skills
- ❖ Detail oriented
- ❖ Speaking skills
- ❖ Writing skills
- ❖ Interpret facts & figures
- ❖ Self-starter
- ❖ Responsible w/ limited supervision
- ❖ Teamwork and interpersonal skills
- ❖ Strategic decision-making
- ❖ Critical thinking
- ❖ Sensitivity to diversity issues
- ❖ Ability to understand and create financial statements
- ❖ Calculation of product and service cost
- ❖ Financial statement analysis
- ❖ Understanding of individual/corporate taxation
- ❖ Analytical skills
- ❖ Vision and constructive ability
- ❖ Determination
- ❖ Ability to keep perspective
- ❖ Work well in new & challenging situations
- ❖ Communication and presentation of financial information
- ❖ Respect for ethics and professional responsibilities
- ❖ Tactical financial planning
- ❖ Bookkeeping and budgeting skills
- ❖ Software skills: Excel, Word, Peachtree, Great Plains, IDEA, ACL, etc.



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OCCUPATIONAL OPPORTUNITIES

(The occupations in this list are only a sampling.)

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

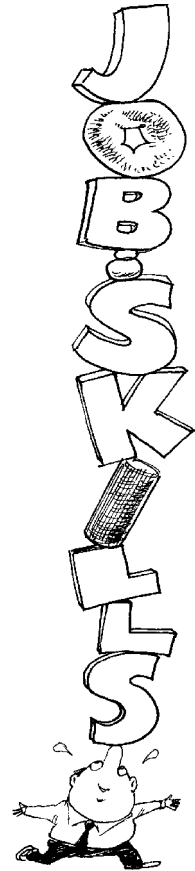


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Suggestions to Enhance Your Skills

- ❖ Work in the Financial Assistance Office or Cashier's Office.
- ❖ Tutor or work at the Math Center.
- ❖ Develop technical skills (i.e. spreadsheet, database, etc.).
- ❖ Participate in fund raising for an organization.
- ❖ Develop budgeting skills.
- ❖ Learn to negotiate contracts and write grants.
- ❖ Develop professional etiquette; work in an office setting.
- ❖ Get experience as treasurer in a campus organization.
- ❖ Get an internship in an accounting firm/company.
- ❖ Volunteer to do the bookkeeping for a non-profit organization.
- ❖ Work part-time in the accounting field or a financial-related position.
- ❖ Volunteer with the IRS Volunteer Income Tax Assistance program.
- ❖ Learn about different certification paths: CPA, CMA, etc.
- ❖ Practice using the various types of software outside of class.
- ❖ Practice public speaking, interviewing, and small group communication skills.
- ❖ Obtain a part-time or summer/holiday job at an accounting firm doing office work (i.e. front desk, filing, etc.) or temporary help near tax season.
- ❖ Get involved in relevant campus organizations (i.e. Accounting Society, Business Association, Campus Media Budget LDPB Committee, etc.).
- ❖ Become a student member of the Institute for Management Accountants or the American Institute of Certified Public Accountants.



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RESEARCHING YOUR CAREER IDEAS

How do you find out what's out there?

Researching careers is a time-consuming, but necessary process. Waiting until graduation to start thinking about your career plans is as absurd as studying after you've taken your final exams.

1. Written and On-line Resources:

- ❖ Visit Career & Counseling Services' Career Resource Center
(located on the Ground Floor of East Hathorn Hall)
- ❖ Visit the Chalmer Davee Library
- ❖ Browse the Internet, such as Career & Counseling Services' Web Page
(www.uwrf.edu/ccs)

2. People Resources:

- ❖ Talk with Faculty and Alumni
- ❖ Join Professional Organizations
- ❖ Conduct Occupational Interviews
- ❖ Use Career & Counseling Services' "*Career Information Network*"
- ❖ Consult Employer Directories and the Yellow Pages



3. Obtain Direct Experience:

- ❖ Internships are essential! Talk with your departmental faculty coordinator for internship information.
- ❖ Job Shadowing
- ❖ Volunteer or part-time work

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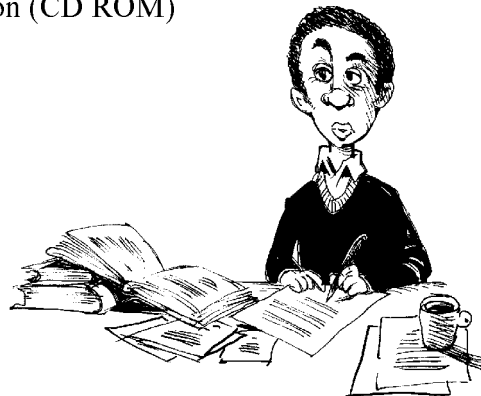
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CAREER RESOURCES FOR ACCOUNTING MAJORS

Career & Counseling Services' Career Resource Center
(Ground Floor, East Hathorn Hall)

Career & Counseling Services' Career Resource Center is open every day from 8:00 AM to 4:30 PM; we are also open until 7:00 PM Thursday evenings. The following books in the Resource Center may be of particular interest to students majoring in Accounting:

- ❖ Career Choices for the 90's for Students in Business
- ❖ Opportunities in the Field of Accounting
- ❖ Opportunities in Office Occupations Careers
- ❖ Opportunities in Financial Careers
- ❖ Opportunities in Banking Careers
- ❖ Opportunities in Accounting Careers
- ❖ Robert Half's Success Guide for Accountants
- ❖ Careers for Computer Buffs and Other Technological Types
- ❖ Business and Finance Career Directories
- ❖ How to Get Ahead in Accounting, Finance, and Banking
- ❖ Hi-Tech Jobs for Lo-Tech People
- ❖ Careers for Number Crunchers and Other Quantitative Types
- ❖ The CPA Sourcedisk: A Guide to Career Information (CD ROM)
- ❖ 100 Jobs in Technology
- ❖ Careers in Computers
- ❖ Actuary Information Pamphlets
- ❖ Careers in Insurance
- ❖ Job Opportunities in Business
- ❖ International Business Careers
- ❖ Accounting Careers (video)
- ❖ Minnesota Guide for CPA Firms
- ❖ Business and Finance Career Directory
- ❖ Job Opportunities for Business Majors



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