Accounting and auditors keep track of a company’s money. The company’s managers and people outside the company read their reports. Managers look at the accountants’ reports to see how well their companies are doing. Governments use the reports to tell how much tax a company should pay. Some people read them to decide if they want to do business with the company. Others use them to decide if they want to lend money to the company.

There are four kinds of accountants.

- Public accountants work for public accounting companies. They do accounting, auditing, tax and consulting work. Some have their own businesses. They do many different kinds of accounting for people outside the company.
- Management accountants keep track of the money spent and made by the companies for which they work.
- Internal auditors make sure that a company’s accounting records are right. They check the records to see that no one in the company is stealing. They also check to see that no one in the company is wasting the company’s money.
- Government accountants and auditors make sure that government accounting records are accurate. They also check the records of people doing business with the government.

Accountants and auditors work in offices. They generally work a standard 40-hour week, but some work 50 hours a week or more. Tax accountants often work long hours during the tax season, from January to April. Accountants working for the government and public companies travel to audit other companies or branches of their own company.

Accounting is a versatile degree. Students who graduate with a major in accounting may find jobs in many areas, including sales, production, management, product development, general management, banking and financial planning. Check out some of the related career titles listed below and learn more at www.bls.gov/ooh.

Related Career Titles (from http://uncw.edu/career/accountancy.html)

<table>
<thead>
<tr>
<th>Actuary</th>
<th>Fund Raiser</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodities Trader</td>
<td>Industrial/Institutional Buyer</td>
<td>Bookkeeper</td>
</tr>
<tr>
<td>Industrial Buyer</td>
<td>International Trade Specialist</td>
<td>Business Teacher</td>
</tr>
<tr>
<td>Assistant Controller</td>
<td>IRM Consultant</td>
<td>Commodities Trader</td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>Management Accountant</td>
<td>Contract Administrator</td>
</tr>
</tbody>
</table>
How do you get ready?

Most accountants have a college degree in accounting. Public accountants have to take a special test as well, resulting in a certification. Public accountants also must have a special license from the state in which they live. Some employers want accountants who have a master’s degree in business or accounting. Most employers want accountants who know quite a bit about computers. Previous experience in a summer or part-time internship is also a plus.
People who want to be accountants should be good at math and have good analytical skills. They also should be able to write well so they can tell others about their findings.

**Related Major Skills** (from [http://uncw.edu/career/accountancy.html](http://uncw.edu/career/accountancy.html))

<table>
<thead>
<tr>
<th>Problem solver</th>
<th>Numerical computation</th>
<th>Oral and written communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adapt well to frequent change</td>
<td>Analyze and interpret data</td>
<td>Computer literacy</td>
</tr>
<tr>
<td>Organized</td>
<td>Critical thinking</td>
<td>Systemizing skills</td>
</tr>
<tr>
<td>Efficient</td>
<td>Work independently</td>
<td>Logical thinking</td>
</tr>
<tr>
<td>Team work</td>
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</tbody>
</table>

**Strategies**

- Earn good grades. Grades are an indicator of technical competence in accounting and of a person’s work ethic
- Actively participate in student organizations to develop leadership skills
- Develop excellent computer skills
- Learn to work well within a team
- Develop strong communication skills
- Gain work experience and information about careers through internships
- Develop your analytical, critical-thinking and problem solving skills
- Develop high ethical standards
- Accuracy and attention to detail are important traits for accountants


Employment of accountants and auditors is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. In general, employment growth of accountants and auditors is expected to be closely tied to the health of the overall economy. As the economy grows, these workers will continue to be needed to prepare and examine financial records.

There has been an increased focus on accounting in response to corporate scandals and recent financial crises. Stricter laws and regulations, particularly in the financial sector, will likely increase the demand for accounting services as organizations seek to comply with new standards. In addition, tighter lending standards are expected to increase the importance of audits, as this is a key way for organizations to demonstrate their creditworthiness.

**Available at Albright College Career Development’s Resource Library**

- Great Jobs for Accounting Majors, by Jan Goldberg
- Career Opportunities in Banking, Finance and Insurance, by Thomas Fitch
- Careers for Financial Mavens and Other Money Movers, by Marjorie Eberts & Margaret Gisler
- Careers for Number Crunchers and Other Quantitative Types, by Rebecca Burnett
- Careers for Perfectionists and Other Meticulous Types, by Blythe Camenson
- Opportunities in Accounting Careers, by Martin Rosenberg
- Opportunities in Banking Careers, by Adrian Paradis
- Opportunities in Federal Government Careers, by Neale Baxter
- Opportunities in Financial Careers, by Michael Sumichrast and Martin A. Sumichrast
- Opportunities in Government Careers, by Neal Baxter
- Opportunities in Hospital Administration Careers, by I. Donald Snook, Jr.
- Opportunities in Insurance Careers, by Robert Schrayer
- Opportunities in Property Management Careers, by Mariwyn Evans

Disclaimer
Links to Internet sites are provided for your convenience and do not constitute an endorsement by Albright College Experiential Learning and Career Development Center.

Some Related Websites

- Pennsylvania Institute of Certified Public Accountants [http://www.picpa.org/content/home.aspx](http://www.picpa.org/content/home.aspx)
- Financial Careers [www.financialcareersnow.com](http://www.financialcareersnow.com)

Professional Associations Links

Information about careers in certified public accounting and CPA standards and examinations may be obtained from:

- American Institute of Certified Public Accountants, 1211 Avenue of the Americas, New York, NY 10036. Internet: [http://www.aicpa.org](http://www.aicpa.org)
- The Uniform CPA Examination, 1211 Avenue of the Americas, New York, NY 10036. Internet: [http://www.cpa-exam.org](http://www.cpa-exam.org)

Information on CPA licensure requirements by state may be obtained from:


Information on careers in management accounting and the CMA designation may be obtained from:

- Institute of Management Accountants, 10 Paragon Dr., Montvale, NJ 07645-1718. Internet: [http://www.imanet.org](http://www.imanet.org)
Information on the Accredited in Accountancy, Accredited Business Accountant, Accredited Tax Advisor, or Accredited Tax Preparer designations may be obtained from:

- Accreditation Council for Accountancy and Taxation, 1010 North Fairfax St., Alexandria, VA 22314-1574. Internet: [http://www.acatcredentials.org](http://www.acatcredentials.org)

Information on the Certified Fraud Examiner designation may be obtained from:

- Association of Certified Fraud Examiners, 716 West Ave, Austin, TX 78701

Information on careers in internal auditing and the CIA designation may be obtained from:


Information on careers in information systems auditing and the CISA designation may be obtained from:

- ISACA, 3701 Algonquin Rd., Suite 1010, Rolling Meadows, IL 60008. Internet: [http://www.isaca.org](http://www.isaca.org)

Information on careers in government accounting and the CGFM designation may be obtained from:


Job and Internship Search Links

- Jobs in the Money [http://www.efinancialcareers.com](http://www.efinancialcareers.com)
- Bankjobs.com [http://www.bankjobs.com](http://www.bankjobs.com)