CAREERS IN ACCOUNTING

I. ACCOUNTING
   A. LANGUAGE OF BUSINESS
   B. ACCUMULATE AND SUMMARIZE FINANCIAL INFORMATION
   C. ANALYZE AND INTERPRET SUMMARIZED DATA

II. JOB TITLES
   A. ACCOUNTING CLERK
   B. BOOKKEEPERS
   C. TAX PREPARERS
   D. STAFF ACCOUNTANTS
   E. AUDITORS
   F. EDUCATORS
   G. CONTROLLERS
   H. CERTIFIED PUBLIC ACCOUNTANTS

III. SKILLS AND EDUCATION
   A. ABILITY TO LEARN INDEPENDENTLY
   B. ANALYTICAL THINKING SKILLS
   C. ORAL AND WRITTEN COMMUNICATION SKILLS
   D. INTERPERSONAL SKILLS
   E. COMPUTER SKILLS
   F. MATH BACKGROUND
   G. ABILITY TO WORK UNDER DEADLINES
   H. ABILITY TO SOLVE PROBLEMS LOGICALLY
   I. ABILITY TO WORK INDEPENDENTLY AND AS A TEAM MEMBER
   I. CORE SUBJECTS INCLUDE:
      1. BUSINESS MATH
      2. FINANCIAL ACCOUNTING
      3. MANAGERIAL ACCOUNTING
      4. COMPUTER INFORMATION SYS
      5. COST ACCOUNTING
      6. BUSINESS LAW
      7. ECONOMICS
      8. STATISTICS
      9. TAXATION
     10. MANAGEMENT
     11. MARKETING
     12. INTERMEDIATE ACCOUNTING
     13. FINANCE
     14. AUDITING

IV. WORK ENVIRONMENT
   A. DESK-ORIENTED
   B. OVERTIME IS COMMON
   C. COMPUTERS ARE EXTENSIVELY USED
   D. TRAVEL TO CLIENTS MAY BE REQUIRED
   E. ATTIRE IS CONSERVATIVE

V. SALARIES
   BASED ON EDUCATION, EXPERIENCE AND RESPONSIBILITY
   (SALARY INFORMATION AVAILABLE AT: http://www.roberthalffinance.com)

VI. EMPLOYMENT OPPORTUNITIES
   A. FASTER THAN AVERAGE GROWTH
   B. COMPETITIVE
      NEED COMPUTER SKILLS
   C. SECURE
VII. CERTIFIED PUBLIC ACCOUNTANT

A. LICENSED BY STATE BOARD OF ACCOUNTANCY
B. BACHELORS DEGREE
   RECOMMEND 150 SEMESTER HOURS
C. UNIFORM CPA EXAMINATION (COMPUTERIZED)
D. WORK EXPERIENCE
E. CONTINUING PROFESSIONAL EDUCATION
F. PUBLIC ACCOUNTING
   1. AUDITING AND ACCOUNTING SERVICES
      i. ENSURE COMPANY’S FINANCIAL POSITION IS REPORTED FAIRLY
      ii. PREPARE FINANCIAL STATEMENTS
      iii. PROVIDE OPERATING AND FINANCIAL ADVICE
   2. TAX ADVISORY SERVICES
      i. TAX CONSULTING
      ii. TAX COMPLIANCE
      iii. REPRESENTATION BEFORE INTERNAL REVENUE SERVICE (IRS)
   3. PERSONAL FINANCIAL PLANNING
      ASSIST INDIVIDUALS IN IDENTIFYING OBJECTIVES AND INVESTMENT STRATEGIES TO REACH FINANCIAL GOALS
   4. MANAGEMENT ADVISORY SERVICES
   5. POSITIONS IN A CPA FIRM
      i. STAFF ACCOUNTANT
      ii. IN-CHARGE ACCOUNTANT
      iii. MANAGER
      iv. PARTNER
G. BUSINESS AND INDUSTRY
   1. FINANCIAL REPORTING
   2. INTERNAL AUDITING
   3. TAX PLANNING
   4. MANAGEMENT REPORTING
   5. CORPORATE FINANCE
   6. NON-FINANCIAL POSITIONS

H. GOVERNMENT AND NOT-FOR-PROFIT ORGANIZATIONS

I. ACCOUNTING EDUCATOR

VIII PROFESSIONAL ORGANIZATIONS/ASSOCIATIONS

A. AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT (AICPA)
   1211 AVENUE OF THE AMERICAS
   NEW YORK, NY 10036
   (212) 575-6357 / http://www.aicpa.org

B. AMERICAN ACCOUNTING ASSOCIATION
   5717 BESSIE DRIVE
   SARASOTA, FL 34233-2399
   (941) 921-7747 / http://aaahq.org

C. CALIFORNIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
   100 WEST BROADWAY, SUITE 500
   GLENDALE, CA 91210-0001
   (818) 246-6000 / http://www.calcpa.org/

D. INSTITUTE OF MANAGEMENT ACCOUNTANTS
   10 PARAGON DRIVE
   MONTVALE, NJ 07645-1759
   (800) 638-4427 / (201) 573-9000 / http://www.imanet.org/

E. NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC.
   7249-A HANOVER PARKWAY
   GREENBELT, MD 20770
   (301) 474-NABA / http://www.nabainc.org/

F. ASSOCIATION OF LATINO PROFESSIONALS IN FINANCE AND ACCOUNTING
   LOS ANGELES CHAPTER
   P.O. BOX 712058
   LOS ANGELES, CA 90071
   (213) 688-5160 / http://www.alpfa.org/