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The study of how to keep business records transactions, perform internal audits, financial records, analyze and report financial information to the stakeholders is referred to as accounting (Ehrenberg & Smith, 2016). Accountants carry out systematic procedures such as classifying, identifying, measuring, recording, verifying, summarizing, interpreting and communicating financial information. A student pursuing accounting course has a wide range of options such as Bachelor of Science in accounting, Bachelor of accountancy and a Bachelor of business administration in accounting. However, most of the accounting students worry of the job description they will have after their training.

Budget analysis is one of the fields in accounting that involves concerns of budgeting and project goals requiring a professional budget analyst. Budget analysts prepare budget reports and organize the finances of businesses. One requires a minimum of a bachelor's or master's degree in accounting to be an expert as a budget analyst. The knowledge gained in the course of training equips an individual with strong accounting, analytical and numerical skills. However, due to the high level of standards in accuracy and the complexity of the job, an intern requires about a year under supervision before commencing in this job (Johnson, 2017). The minimum estimated salary of a budget analyst is about \$68200 annually, which increases with experience and education (U.S. Bureau of Labor Statistics, 2015).

Another career associated with accounting is becoming an accounting clerk. This career best suits someone with the training in accounting that has an attitude for mathematics and keenness. An accounting clerk is responsible for keeping information about financial records and also works in other accounting departments like banks, accounting firms, and insurance companies

(Scott, 2016). To qualify as an accounting clerk, one need to be familiar with accounting procedures, pay attention to details, management of time and interpersonal effectiveness. The working environment is always in an office setting where there is access to computers, phone lines and internet work. An accounting clerk can expect a salary of about \$36,000 annually (U.S. Bureau of Labor Statistics, 2015).

From the researched accounting clerks positions posted recently, the employers indicated that the accounts clerks should possess the following skills:

- Be computer literate and have knowledge of different software's used in the accounting field.
- Have good interpersonal traits of interaction.
- Detailed oriented and possess mathematical skills.
- High ethical standards and the ability to learn new ideas.

An employee who is a keen problem solver adds value to the business by giving the business a competitive edge. The ability to be efficient and the drive to improve as employees will save on the employer's resources. Employers need an accountant clerk who has good communication skills to interact effectively with the clients and to present innovative solutions without difficulty (Ehrenberg & Smith, 2016).

Budget analyst vacancy position announced recently indicated the following skills needed by the employer:

- Possess good communication skills - since budget analysts need to defend and explain analyses and recommendation to the committee.
- Mathematical and analytical skills - budget analysts should be able to use some software such as financial analysis using programs in their analysis to solve complex problems.

- Detail oriented – a careful and keen analysis is required in preparation of the budget and other financial reports.
- Writing skills – since technical information that is understandable to the intended audience is needed to be presented in writing.

A budget analyst with the skills above will estimate financial needs of the business in future, hence helping in the planning committee to plan and make decisions. The analysts will also ensure the business is within the budget by monitoring the organizational spending.

According to the America Institute of Certified Public Account, accounting careers are continuously in high demand, with approximately 57,000 new vacancies in the professional service industry. Therefore, there is a broad range of career options in the accounting field depending on the experience and level of education.

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