



what can I do with a degree in...

# accounting



## OCCUPATIONAL TITLES

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

## EMPLOYMENT SETTINGS

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

## TYPICAL WORK ACTIVITIES

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

## SKILLS & ABILITIES

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

## INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- Account Temps: [www.accountemps.com](http://www.accountemps.com)
- Accounting Professionals: [www.accountingprofessional.com](http://www.accountingprofessional.com)
- Accounting.com: [www.accounting.com](http://www.accounting.com)
- American Institute of Certified Public Accountants: [www.aicpa.org](http://www.aicpa.org)
- Career Builder Accounting Jobs: <http://accounting.careerbuilder.com/>
- Careers in Accounting: [www.careers-in-accounting.com](http://www.careers-in-accounting.com)
- CPA Directory: [www.cpadirectory.com](http://www.cpadirectory.com)
- Crowe Horwath: [www.crowehorwath.com](http://www.crowehorwath.com)
- Indiana CPA Society: [www.incpas.org](http://www.incpas.org)
- IUSB Accounting Association Links: <https://www.iusb.edu/acc-assoc/>
- Jobs in the Money: [www.jobsinthemoney.com](http://www.jobsinthemoney.com)
- Just Accounting Jobs: [www.justaccountingjobs.com](http://www.justaccountingjobs.com)
- McGladrey & Pullen: [mcgladreypullen.com](http://mcgladreypullen.com)



INDIANA UNIVERSITY  
SOUTH BEND

CAREER SERVICES OFFICE

(574) 520-4425 ♦ FAX: (574) 520-5018 ♦ AI 116A  
[careers.iusb.edu](http://careers.iusb.edu) ♦ [sbcareer@iusb.edu](mailto:sbcareer@iusb.edu)