### 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
- Accounting Professionals: www.accountingprofessional.com
- Accounting.com: www.accounting.com
- American Institute of Certified Public Accountants: www.aicpa.org
- Careers in Accounting: www.careers-in-accounting.com
- CPA Directory: www.cpadirectory.com
- Crowe Horwath: www.crowehorwath.com
- Indiana CPA Society: www.incpas.org
- IUSB Accounting Association Links: https://www.iusb.edu/acc-assoc/
- Jobs in the Money: www.jobsinthemoney.com
- Just Accounting Jobs: www.justaccountingjobs.com
- McGladrey & Pullen: mcgladreypullen.com

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**Indiana University South Bend**

**Career Services Office**

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