



# ACCOUNTING

## Bachelor of Science in Business Administration with a major in Accounting

Accountants maintain the financial records, supervise the recording of transactions for businesses, corporations, not-for-profit organizations, and governmental units. Accountants design and maintain systems to record changes in assets and liabilities, supervise accounting for expenses, payments, purchases, and inventories, prepare periodic tax and financial reports, and report information about the organization's performance to internal and external entities such as management, shareholders, creditors, and vendors. Areas of concentration include public, corporate/managerial, or government accounting, and internal auditing. The Accounting major prepares students for the Uniform Certified Public Accountant Examination (CPA) and is a solid basis for employment as an accountant, or in other areas such as small business, entrepreneurship, financial analysis, banking and credit analysis. Some students elect to pursue education beyond the B.S.B.A. as most states require 150 credit hours of education to become a CPA. It is recommended that students complete one or more internships to be successful and competitive when entering the field of accounting.

### Career types associated with Accounting

*(Is this a good fit for you? Are you a...)*

- Conventional - "Organizer"
- Enterprising - "Persuader"
- Investigative - "Thinker"

### Related skills, values, and qualities

- Aptitude for working with numbers
- Ability to organize, analyze, or interpret numerical data
- Aptitude for accuracy and detail
- Proficiency with computers
- Ability to make sound judgments and decisions and to solve quantitative problems
- Excellent interpersonal skills and proficiency in written and oral communications
- Ability to explain complex financial data to others
- Ability to lead, supervise, and direct others
- Ability to work alone and concentrate for long periods of time
- Hard-working

### Courses Accounting majors typically enjoy

- Finance
- Business
- Business Mathematics
- Computer Operations
- Computer Programming
- Economics
- Mathematics
- Statistics

### Common interests of Accounting majors

- Maintaining accurate personal financial/bank records
- Working part-time or volunteering as a treasurer or income tax preparer
- Solving problems using analytical and logical processes
- Enjoying working with computers/software
- Joining an accounting-related organization
- Attending accounting-related lectures and conferences
- Traveling

### For more information about the major

Contact the Department of Business Administration,  
233 deFrancesco, 610-683-4580,  
or visit [www.kutztown.edu/Accounting](http://www.kutztown.edu/Accounting)

### KU Majors related to Accounting

Computer Science, Finance, Library Science,  
Management, Mathematics, Marketing, Public  
Administration



# FOUR STEPS TO SUCCESS

## EXPLORE

### 1<sup>ST</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.

## DISCOVER

### 2<sup>ND</sup> YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

## EXPERIENCE

### 3<sup>RD</sup> YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in employer panels, site visits & networking events.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.

## IMPLEMENT

### 4<sup>TH</sup> YEAR

- Attend Senior Kick-off session and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial/elevator pitch.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette luncheon or dinner.
- Participate in job fairs and on-campus interviewing.

### Sample Career Titles

Accounting majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training. To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco)

- |                               |                                    |                                     |
|-------------------------------|------------------------------------|-------------------------------------|
| • Actuary                     | • Cost Accountant                  | • Management Consultant             |
| • Assistant Controller        | • Credit and Collection Specialist | • Methods and Procedures Specialist |
| • Auditor                     | • Entrepreneur                     | • Payroll Manager                   |
| • Bank Examiner               | • Estate Planner                   | • Personal Financial Planner        |
| • Benefits Administrator      | • FBI Agent                        | • Plant Accountant                  |
| • Budgetary Control Analyst   | • Financial Analyst                | • Professor                         |
| • Certified Public Accountant | • General Auditor                  | • Public Accountant                 |
| • Chief Cost Accountant       | • Governmental Accountant          | • Securities Broker                 |
| • Chief Financial Officer     | • Industrial Buyer                 | • Stockbroker                       |
| • CIA Agent                   | • Internal Auditor                 | • Systems Analyst                   |
| • Claims Adjuster             | • International Trade Specialist   | • Tax Lawyer                        |
| • Collection Agent            | • Inventory Control Specialist     | • Tax Specialist                    |
| • Commercial Banker           | • IRS Investigator                 | • Treasurer                         |
| • Commodities Trader          | • Loan Administrator               | • Treasury Management Specialist    |
| • Consumer Credit Officer     | • Loan Officer                     | • Trust Accountant                  |
| • Controller                  | • Logistics Specialist             | • Underwriter                       |
| • Corporate Accountant        | • Managerial Accountant            |                                     |

## Common Internship Sites and Employers

Accounting majors often find internships and employment in the following industries:

- Accounting Firms
- Banks
- Business & Industry
- College/Universities
- Insurance Companies
- Non-profit organizations
- Private Practice
- State/Federal Government
- Stock Brokerages

# Handshake

Handshake is the primary online resource  
for preparing and connecting students and alumni with employers.  
[www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)

## Useful Websites for Accounting Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

### Industry/Employment Information

Information on Accounting Careers  
[www.becker.com](http://www.becker.com)

AICPA  
[www.startheregoplaces.com](http://www.startheregoplaces.com)

Career Bank  
[www.careerbank.com](http://www.careerbank.com)

CPA Directory & Job Postings  
[www.cpadirectory.com](http://www.cpadirectory.com)

Accounting Jobs Today  
[www.jobboard.accountingjobstoday.com](http://www.jobboard.accountingjobstoday.com)

Pennsylvania Institute of Certified Public Accountants Career Center  
<http://www.picpa.org>

Accounting Career Center  
<http://www.accountingcoach.com/careers>

LinkedIn Jobs  
[www.linkedin.com/jobs](http://www.linkedin.com/jobs)

### Professional Associations

American Institute of Certified Public Accountants (AICPA)  
[www.aicpa-cima.com](http://www.aicpa-cima.com)

The Association of Accountants and Financial Professionals in Business  
[www.imanet.org](http://www.imanet.org)

American Accounting Association  
<http://aaahq.org>

National Association of Black Accountants  
[www.nabainc.org](http://www.nabainc.org)

PA Institute of Certified Public Accountants  
[www.picpa.org](http://www.picpa.org)

Institute of Internal Auditors  
[www.theiia.org](http://www.theiia.org)

American Society of Women Accountants  
[www.aswa.org](http://www.aswa.org)

American Association of Latino Professionals in Finance and Accounting  
[www.alpfa.org](http://www.alpfa.org)

Financial Executives International  
[www.financialexecutives.org](http://www.financialexecutives.org)

Association of Government Accountants  
[www.agacgfm.org](http://www.agacgfm.org)

### Related Area Employers

Andersen  
Air Products  
Baker Tilly  
BBD LLP  
BDO  
Buckno Lisicky  
Campbell, Rappold & Yurasits LLP  
Carpenter Technology Corporation  
Clark Associates, Inc.  
Deloitte  
East Penn Manufacturing  
Energys, Inc.  
Ernst & Young  
Grant Thornton  
Herbein + Company, Inc  
Hershey Entertainment & Resorts  
KPMG  
Kreischer Miller  
Kutztown University: Accounts Payable  
Dept., Foundation Office, &  
Small Business Development Ctr.  
Maillie, LLP  
Molinari Oswald LLC  
Olympus  
PA Department of Revenue  
Penske  
PPL Electric Utilities  
PwC  
RKL  
S.R. Snodgrass, P.C.  
SEI, Inc.  
Vanguard

# Building Your Resume for a Career in Accounting

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

## Antonio Accounting

aacco000@live.kutztown.edu, [www.linkedin.com/in/antonio](http://www.linkedin.com/in/antonio), 555-555-5555

### PROFILE

Interest in working at an accounting firm to apply my finance skills and assist individuals with tax returns.

### QUALIFICATIONS

- Experience with bookkeeping, processing tax returns and expense reporting
- Ability to effectively communicate with diverse populations
- Strong organizational and problem-solving skills
- Proficient in QuickBooks, JavaScript, Lacerte, Mac OSX and Microsoft Office

### EDUCATION

B.S.B.A. Kutztown University of Pennsylvania (AACSB Accredited) Kutztown, PA  
Major: Accounting, 150 credits to be completed as of Aug 20xx May 20xx  
Minor: Economics  
Dean's List Fall 20xx, Fall 20xx, Spring 20xx

Study Abroad: Kutztown/Reutlingen University Summer 20xx

A. A. S. Northampton Community College Bethlehem, PA  
Major: Accounting Dec 20xx  
Dean's List Fall 20xx-Spring 20xx

### INTERNSHIP EXPERIENCE

Herbein + Company, Inc. Reading, PA  
Accounting Intern Summer 20xx

- Drafted and processed individual tax returns
- Utilized QuickBooks to record small business transactions
- Witnessed process of cost analysis reporting for individuals and small businesses

Student Extern March 20xx  
• Observed daily functions of accountant including tax return procedures and analysis of accounting options

### RELATED VOLUNTEER EXPERIENCE

United Way of Bucks County Fairless Hills, PA  
VITA Program Tax Volunteer Summer 20xx

- Aided low-income families in local, state and federal tax return process
- Scheduled and facilitated client meetings to ensure accurate returns
- Provided information and financial referrals to clients and families
- Assisted agency with bookkeeping and expense reporting duties

### CAMPUS INVOLVEMENT

Member, Accounting Club Fall 20xx-Present  
Member, Minority Achievement Coalition Fall 20xx-Present  
Volunteer, Special Olympics Spring 20xx & 20xx  
Volunteer, KuBok, Kutztown Neighborhood Watch Program Fall 20xx-Present  
• Patrol campus and community to ensure safety of residents

### PROFESSIONAL DEVELOPMENT

American Accounting Association Fall 20xx-Present  
Career Success Certificate, Kutztown University Career Development Center Spring 20xx  
Career Exploration Certificate, Kutztown University Career Development Center Fall 20xx

### WORK EXPERIENCE

Target Allentown, PA  
Cashier Aug 20xx-Present  
• Handle cash and credit transactions  
• Provide excellent customer service

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight transferable skills such as organization and communication.

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through externships, internships, part-time jobs and related volunteer positions.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.