

# Accounting and Finance

## Possible Careers (visit <http://www.online.onetcenter.org> for more information on these careers)

- Actuary
- Accountant
- Appraiser
- Auditor
- Bank Manager
- Bookkeeper
- Budget Analyst
- Certified Public Accountant
- Claims Adjuster
- Collections Agent
- Controller
- Cost Accountant
- Estate Planner
- Estimator
- Commodities Trader
- Financial Aid Director
- Financial Analyst
- Financial Planner
- Forensic CPA
- Insurance Agent
- Inventory Control
- Investment Banker
- Loan Officer
- Payroll Administrator
- Real Estate Agent
- Real Estate Broker
- Securities Broker
- Stockbroker
- Systems Analyst
- Tax Lawyer
- Tax Professional
- Underwriter

## Qualifications from a REAL Job Description (become familiar with real job descriptions, qualifications, and skills)

**ACCOUNTANT I:** BA degree in Accounting or Finance. Knowledge of generally accepted accounting principles with a working knowledge of internal controls and audit compliance. In-depth knowledge of computers and accounting systems. Ability to understand and apply applicable rules, regulations, policies, and procedures and be able to make sound decisions and recommendations regarding accounting activities. Maintain and reconcile ledgers for various funding streams. Prepare financial statements, schedules and reports. Analyze financial data. Prepare Annual Budget and Annual Financial Reports.

## Potential Action Verbs for Resume (words to use to preface skills in active or past tense depending on experience)

- Adjusted
- Advised
- Analyzed
- Balanced
- Budgeted
- Changed
- Composed
- Consolidated
- Controlled
- Converted
- Created
- Delegated
- Delivered
- Developed
- Established
- Evaluated
- Formed
- Handled
- Helped
- Identified
- Implemented
- Improved
- Increased
- Investigated
- Marketed
- Maximized
- Modified
- Performed
- Reconciled
- Reported
- Restructured
- Reviewed
- Scheduled
- Supervised
- Transmitted
- Updated

## Potential Key Words and Skills for Resume (To be used in phrases or with action verbs)

### Skills

- Accounts Payable
- Accounting Principals
- Accounts Receivable
- Account Reconciliation
- Auditing
- Benefit Administration
- Bookkeeping
- Budget Development
- Budget Tracking
- Business Activity Reports
- Collections
- Contract Development
- Cost Benefit Analysis
- Credit Analysis
- Credit Transactions
- Custody of Funds
- Customer Service
- Data entry
- Debt management
- Drawer Count
- Fiscal Allocation
- Financial Analysis
- Financial Education
- Financial Reports
- Financial Statements
- General Ledger
- Inventory Control
- Job Costing
- Loan Preparation
- Payroll Administration
- Payroll Reporting
- Petty Cash
- Procurement
- Project Management
- Purchasing
- Revenue
- Tax Law
- Tax Preparation
- W-2 Preparation
- Workers Compensation
- Conscientious
- Customer Centered
- Detail Oriented
- Dependable
- Ethical
- Logical
- Independent
- Meticulous
- Professional
- Reliable
- Responsible
- Task Oriented
- 10 key
- Adobe Products
- ACCUcert Software
- Internet Research
- Jade Property Suite
- Microsoft Access
- Microsoft Excel
- Microsoft FrontPage
- Microsoft Money
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Word
- MLS Listing Software
- TurboTax
- Peachtree
- Peoplesoft
- QuickBook Products
- Quicken Products
- Sage Products
- SPSS
- Versa Check

### Traits

- Accurate
- Analytical

### Office Equipment

- Adding Machine
- Copy Machine
- Fax Machine
- Mail Meter
- Multi-line Phone
- Video Projector
- Scanner

### Computer Skills

- # WPM

## Jobs and Internships (the best place to look for a job is by visiting the website of a potential employer)

### Local Accounting and CPA Firms (check for full time and internship positions)

Eadie & Payne LLP	<a href="http://www.eadiepaynellp.com/indexF.html">http://www.eadiepaynellp.com/indexF.html</a> (click on corner opportunities)
Kuebler, Prudhomme, & Co.	<a href="http://www.kpcoinc.com/contact.htm">http://www.kpcoinc.com/contact.htm</a>
Maryanov, Madsen, Gordon, Campbell CPA	<a href="http://www.mmgccpa.com/career.htm">http://www.mmgccpa.com/career.htm</a>
Rogers, Anderson, Malody & Scott, LLP	<a href="http://www.ramscpa.net/emplopt.html">http://www.ramscpa.net/emplopt.html</a>
Shawn Washshawn Washington Accountancy Corporation	<a href="http://www.swaccpa.com/CustomA.htm">http://www.swaccpa.com/CustomA.htm</a>
Singer Lewak Greenbaum & Goldstein LLP	<a href="http://www.slgg.com/available.html">http://www.slgg.com/available.html</a>
Vavrinek, Trine, Day & Co. LLP	<a href="http://vtdcpa.com/careers.htm">http://vtdcpa.com/careers.htm</a>
Wiebe & Associates	<a href="http://www.wiebecpas.com/gpage.html">http://www.wiebecpas.com/gpage.html</a>

### Educational Organizations (routinely hire for accounting and finance positions)

California School Districts (database listing jobs throughout CA)	<a href="http://www.edjoin.org">http://www.edjoin.org</a>
California Community Colleges (database listing jobs throughout CA)	<a href="https://www.cccregistry.org/jobs/searchForm.aspx">https://www.cccregistry.org/jobs/searchForm.aspx</a>
California State University San Bernardino	<a href="http://adminfin.csusb.edu/hrd/employmentopp.htm#Staff">http://adminfin.csusb.edu/hrd/employmentopp.htm#Staff</a>
Southern California Universities (database listing jobs in Southern CA)	<a href="http://www.socalherc.org/">http://www.socalherc.org/</a>
University of Riverside	<a href="http://humanresources.ucr.edu/jobs/">http://humanresources.ucr.edu/jobs/</a>

### Government Organizations (routinely hire for accounting and finance positions)

California Employment Development Department	<a href="http://www.edd.ca.gov/hrsind.htm">http://www.edd.ca.gov/hrsind.htm</a>
California Society of Municipal Finance Officers	<a href="http://www.csmfo.org/jobs/">http://www.csmfo.org/jobs/</a>
California Franchise Tax Board	<a href="http://www.ftb.ca.gov/human_resources/jobs/jobopenings.html">http://www.ftb.ca.gov/human_resources/jobs/jobopenings.html</a>
City of Riverside (check other local cities as well)	<a href="http://www.riversideca.gov/human/jobline/">http://www.riversideca.gov/human/jobline/</a>
City of San Bernardino (check other local cities as well)	<a href="http://www.ci.san-bernardino.ca.us/depts/hr/current_job_opportunities.asp">http://www.ci.san-bernardino.ca.us/depts/hr/current_job_opportunities.asp</a>
Federal Jobs	<a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a>
Internal Revenue Service	<a href="http://www.jobs.irs.gov">http://www.jobs.irs.gov</a>
Navy Financial Management Civilian Careers	<a href="http://www.navyfmip.com/">http://www.navyfmip.com/</a>
Riverside County	<a href="http://www.rc-hr.com/dnn/Employment/tabid/56/Default.aspx">http://www.rc-hr.com/dnn/Employment/tabid/56/Default.aspx</a>
San Bernardino County	<a href="http://agency.governmentjobs.com/sanbernardino/default.cfm">http://agency.governmentjobs.com/sanbernardino/default.cfm</a>
State Compensation and Insurance Fund	<a href="http://www.scif.com/careers">http://www.scif.com/careers</a>

### Large Local Companies/ Organizations (routinely hire for accounting and finance positions)

ESRI	<a href="http://careers.esri.com">http://careers.esri.com</a>
Inland Empire Health Plan	<a href="http://www.iehp.org/Secure_Site/CMS/Frames/Index_Jobs.htm">http://www.iehp.org/Secure_Site/CMS/Frames/Index_Jobs.htm</a>
Loma Linda University Adventist Health Science Center	<a href="http://www.llu.edu/hrm/jobs/">http://www.llu.edu/hrm/jobs/</a>
NBS	<a href="http://nbsgov.com/company/com_careers_finan.html">http://nbsgov.com/company/com_careers_finan.html</a>
San Manuel Indian Bingo and Casino	<a href="http://www.sanmanuel.com/page.htm?pageId=2">http://www.sanmanuel.com/page.htm?pageId=2</a>

### Accounting and Finance Staffing Agencies (part time, full time, temporary, and permanent positions available)

Accountemps	<a href="http://www.accountemps.com/portal/site/at-us">http://www.accountemps.com/portal/site/at-us</a>
Accountants Inc.	<a href="http://www.accountantsinc.com/index.asp">http://www.accountantsinc.com/index.asp</a>
Ajilon Finance	<a href="http://www.ajilonfinance.com/">http://www.ajilonfinance.com/</a>
Kelly Finance	<a href="http://www.kellyfinance.com">http://www.kellyfinance.com</a>
Riverside Personnel	<a href="http://www.riversidepersonnel.com/positions_home.htm">http://www.riversidepersonnel.com/positions_home.htm</a>
Robert Half Finance	<a href="http://www.roberthalffinance.com/">http://www.roberthalffinance.com/</a>
Venturi Staffing	<a href="http://www.venturi-staffing.com/">http://www.venturi-staffing.com/</a>

## Jobs and Internships, cont.

**Nationwide Companies** (internships, entry-level, and experienced positions available in accounting and finance)

ADP	<a href="http://www.adp.com/corporate/careers/index.html">http://www.adp.com/corporate/careers/index.html</a>
Allstate Insurance	<a href="http://www.allstatecareers.com/careers/jobsearch.asp">http://www.allstatecareers.com/careers/jobsearch.asp</a>
Ameriprise	<a href="http://www.ameriprise.com/amp/global/careers/careers.asp">http://www.ameriprise.com/amp/global/careers/careers.asp</a>
Ameriqurest Mortgage	<a href="http://careers.ameriqurest.com/pljb/Ameriqurest/external/applicant/index.jsp">http://careers.ameriqurest.com/pljb/Ameriqurest/external/applicant/index.jsp</a>
Bank of America	<a href="http://www.bankofamerica.com/careers/">http://www.bankofamerica.com/careers/</a>
Citigroup	<a href="http://www.citigroup.com/citigroup/careers/homepage/">http://www.citigroup.com/citigroup/careers/homepage/</a>
Charles Schwab Corporation	<a href="http://www.abouthschwab.com/careers/job-search.html">http://www.abouthschwab.com/careers/job-search.html</a>
Countrywide Financial	<a href="http://www.countrywidecareers.com/">http://www.countrywidecareers.com/</a>
Deloitte	<a href="http://careers.deloitte.com/gateway.aspx">http://careers.deloitte.com/gateway.aspx</a>
Edward Jones	<a href="http://www.edwardjonesopportunity.com/usa_home.html">http://www.edwardjonesopportunity.com/usa_home.html</a>
Farmers Insurance	<a href="http://www.farmers.com/FarmComm/WebSite/html/common/job_opportunities.html">http://www.farmers.com/FarmComm/WebSite/html/common/job_opportunities.html</a>
Fremont Investment and Loan	<a href="http://jobsearch.fremont.careers.monster.com/">http://jobsearch.fremont.careers.monster.com/</a>
HSBC	<a href="http://www.hsbc.com/hsbc/careers">http://www.hsbc.com/hsbc/careers</a>
JPMorgan Chase & Co.	<a href="https://careers.jpmorganchase.com">https://careers.jpmorganchase.com</a>
Liberty Mutual	<a href="http://www.libertymutual.com">http://www.libertymutual.com</a>
Mercury Insurance	<a href="http://career.mercuryinsurance.com/joblistings.asp">http://career.mercuryinsurance.com/joblistings.asp</a>
MetLife	<a href="http://jobsearch.metlife.newjobs.com/">http://jobsearch.metlife.newjobs.com/</a>
Northwestern Mutual Financial Network	<a href="http://www.nmfn.com/tn/careers--fr0--fr">http://www.nmfn.com/tn/careers--fr0--fr</a>
PayChex	<a href="http://www.paychex.com/careers/index.html">http://www.paychex.com/careers/index.html</a>
RSM McGladrey	<a href="http://www.rsmmgladrey.com/Careers/">http://www.rsmmgladrey.com/Careers/</a>
Wells Fargo Financial	<a href="https://www.wellsfargo.com/employment/undergraduates/fulltime/">https://www.wellsfargo.com/employment/undergraduates/fulltime/</a>

## Job Search Engines (do not use these searches and resume posting sites as **only** means of job searching)

Accounting Jobs	<a href="http://www.accounting.com/">http://www.accounting.com/</a>
CalCPA	<a href="https://calcpa.org/classifieds/">https://calcpa.org/classifieds/</a>
Career Bank	<a href="http://www.careerbank.com/">http://www.careerbank.com/</a>
Idealist (Jobs and Internships at non-profits/ organizations)	<a href="http://www.idealist.org">http://www.idealist.org</a>
Jobs in the Money	<a href="http://www.jobsinthemoney.com/advancedSearch.htm">http://www.jobsinthemoney.com/advancedSearch.htm</a>
Monstertrak (Jobs and Internships for CSUSB students and grads)	<a href="http://career.csusb.edu/jobsearchlogin.htm">http://career.csusb.edu/jobsearchlogin.htm</a>

## Clubs and Organizations (websites may also have info on careers, job searching, interviewing, resumes, etc. )

American Institute of Certified Public Accountants	<a href="http://www.aicpa.org/index.htm">http://www.aicpa.org/index.htm</a>
American Accounting Association	<a href="http://aaahq.org/">http://aaahq.org/</a>
Accounting Association at CSUSB	<a href="http://www.cbpa.csusb.edu/student_organizations.htm">http://www.cbpa.csusb.edu/student_organizations.htm</a>
Beta Alpha Psi Chapter 215 at CSUSB	<a href="http://www.bap.org/intranet/ChapInfo.asp?chapter=215">http://www.bap.org/intranet/ChapInfo.asp?chapter=215</a>
California Society of Certified Public Accountants	<a href="http://www.calcpa.org">http://www.calcpa.org</a>
Financial Management Association	<a href="http://www.cbpa.csusb.edu/student_organizations.htm">http://www.cbpa.csusb.edu/student_organizations.htm</a>
International Actuarial Association	<a href="http://www.actuaries.org">http://www.actuaries.org</a>
MBA Accounting and Finance Association at CSUSB	<a href="http://mba.acf.csusb.edu/">http://mba.acf.csusb.edu/</a>