

OCCUPATIONAL TITLES	EMPLOYMENT SETTINGS	TYPICAL WORK ACTIVITIES	SKILLS AND ABILITIES
<ul style="list-style-type: none"> Accountant Bookkeeping Clerk Accounting Clerk Auditing Clerk Certified Public Accountant Forensic Accountant Tax Preparer Management Accountant Government Accountant Internal Auditor Government Auditor Financial Advisor Financial Analyst Financial Consultant Budget Analyst Cost Estimator Tax Examiner Revenue Agent 	<ul style="list-style-type: none"> Public accounting firms Private accounting firms Corporations Universities/colleges Local/state/federal government Data processing services Accounting, auditing, and bookkeeping firms Self-employment Central or regional offices of businesses Hospitals 	<ul style="list-style-type: none"> Update and maintain accounting records Tabulate expenditures Process accounts payable and receivable Prepare profit and loss statements Maintain company's books Post transaction details Monitor accounts Reconcile billing vouchers Ensure completeness and accuracy of accounts Code documents Review computer printouts against manually maintained journals Review invoices and statements Reconcile computer reports 	<ul style="list-style-type: none"> Analytical skills Problem-solving skills Mathematical skills Communication skills Ability to use accounting software Attention to detail

INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- American Institute of Certified Public Accountants: www.aicpa.org
- Accounting.com: www.accounting.com
- CPA Directory: www.cpadirectory.com
- Firms and Career Search: www.taxsites.com/firms.html
- Careers in Accounting: www.careers-in-accounting.com
- Jobs in the Money: www.jobsinthemoney.com
- Just Accounting Jobs: www.justaccountingjobs.com
- Accounting Professionals: www.accountingprofessional.com
- Tax Jobs: www.tax-jobs.com

ON-CAMPUS CLUBS AND ORGANIZATIONS AT LMU

- Delta Epsilon Iota
- Association of Latino Professionals in Finance and Accounting
- Delta Sigma Pi