

Accounting Careers

Industry Growth

The United States Bureau of Labor Statistics projects a faster than average (21-35%) growth in accountant and auditor jobs from 2004-2014.

*Source: O*NET Online*

The output of US accounting and bookkeeping services is forecast to grow at an annual compounded rate of 4.4 percent between 2007 and 2012.

Source: CareerBeam Industry Database: First Research Industry Profile- Accounting Services

Sample Job Titles

Accountant	Auditor
General Accountant	Internal Auditor
Cost Accountant	Financial Auditor
Staff Accountant	Senior Auditor
Senior Accountant	Audit Manager
Certified Public Accountant (CPA)	Internal Audit Director
Accounting Manager	Assurance Manager
Director of Accounting	Accounts Payable/Receivable Manager
Controller	Bookkeeper

*Source: Best KeyWords for Resumes, Cover Letters, and Interviews; O*NET Online; Glossary of Job Descriptions for Accounting and Finance*

Sample Work Environments/Employers

CPA Firms (National, Regional, Local)	Government
Corporations (Public & Private)	Non-Profit Organizations

Source: Vault Career Guide to Accounting

Salary Ranges

Corporate Accounting	National Low	National High	SF Low	SF High
Internal Auditor (< 3 years exp.)	\$36,750	\$60,000	\$47,775	\$78,000
Internal Auditor- Senior	\$51,250	\$79,250	\$66,625	\$103,025
Internal Auditor- Manager	\$61,250	\$101,500	\$79,625	\$131,950
General Accountant (< 3 years exp)	\$31,500	\$52,500	\$40,950	\$68,250
General Accountant- Senior	\$43,250	\$67,250	\$56,225	\$87,425
General Accountant- Manager	\$51,250	\$88,000	\$66,625	\$114,400
Cost Accountant	\$33,250	\$87,500	\$43,225	\$113,750
Bookkeeper	\$30,250	\$48,250	\$39,325	\$62,725
Accounts Payable/Receivable Manager	\$35,500	\$61,500	\$46,150	\$79,950
Public Accounting				
Auditor / Accountant (< 3 years exp.)	\$38,000	\$62,250	\$49,400	\$80,925
Auditor / Accountant- Senior	\$48,750	\$78,500	\$63,375	\$102,050
Auditor / Accountant- Manager	\$62,250	\$99,000	\$80,925	\$128,700
Auditor / Accounting- Director	\$76,000	\$141,000	\$98,800	\$183,300

SF salaries were calculated using a regional variance of 1.30 times the national averages.

Source: 2007 Salary Guide- Accounting and Finance Salaries

Resume Keywords

Accounts Payable	Cost Avoidance	Financial Statements
Accounts Receivable	Cost Reduction	Operating Budgets
Audit Controls	Financial Analysis	Profit/Loss Analysis
Cash Management	Financial Controls	Project Accounting
Cost Accounting	Financial Reporting	

Source: *Best KeyWords for Resumes, Cover Letters, and Interviews*; *Vault Career Guide to Accounting*

Key Skills and Characteristics

Analytical Thinking	Written Communication	Integrity
Attention to Detail	Mathematical Ability	Flexibility
Verbal Communication	Dependability	Teamwork
Organization	Time Management	

Source: *O*NET Online*; *Vault Career Guide to Accounting*

Additional Resources

GGU Library:

[Wetfeet Insider Guide to Careers in Accounting \(Ebrary\)](#)

GGUCareers.com:

[Vault Career Guide to Accounting](#)

[Vault Guide to the Top 40 Accounting Firms](#)

[Vault Occupational Profiles: Accountant](#)

[CareerBeam Industry Database: First Research Industry Profile- Accounting Services](#)

GGU Career & Internship Services Library:

[Best KeyWords for Resumes, Cover Letters, and Interviews](#), Wendy Enelow

[2007 Salary Guide-Accounting and Finance Salaries](#), Robert Half International

[Glossary of Job Descriptions for Accounting and Finance](#), Robert Half International

On the Web:

The American Institute of Certified Public Accountants (AICPA) www.aicpa.org

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

O*NET Online <http://online.onetcenter.org/>