

CAREERS INFORMATION: FIND CAREER

MORE SPECIFIC, FROM CLUSTER TO SPECIFIC CAREER

1. **FIND CAREER OPTION** links to information about one *specific career*, providing details

The screenshot shows the Naviance Student interface for finding careers. The top navigation bar includes links for Home, Colleges, Careers, About Me, and My Planner. A search bar on the right of the navigation bar says "Type a career". On the left, a "Quick Links" sidebar contains sections for "EXPLORE CAREERS" (with links for "Favorite careers and clusters" and "Explore careers and clusters", the latter being underlined) and "WHAT ARE MY INTERESTS?" (with links for "Career cluster finder" and "Career interest profiler"). The main content area is titled "Explore Careers and Clusters" and features a "Career Lookup" section. This section has four lookup methods: "Lookup by keyword" (with a text input containing "Accountant" and a "Go" button), "Lookup by category" (with a dropdown menu showing "N/A" and a "Go" button), "Lookup by Holland Code" (with a dropdown menu showing "No Preference" and a "Go" button, and a "Learn More" link), and "Lookup by career name" (with an alphabetical grid of letters from A to Z). To the right of these lookup methods is a list of career suggestions: "Career Name", "Accountants", "Accountants and Auditors", "Auditors", "Bookkeeping, Accounting, and Auditing Clerks", "Budget Analysts", "Financial Examiners", and "Tax Preparers". A link "View my favorite careers and clusters" with a heart icon is located at the top right of the main content area.

2. Once a career link has been selected, an **Overview** of that career is provided (job description, interests, related occupations and college majors and helps find a college with that major, videos, etc)

Naviance | Student

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CAREER

Accountants

Favorite

Overview

Knowledge and Skills

Tasks and Activities

Wages

Job Description

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Interests - Holland Interest Code ICR

<p>Conventional</p> <p>Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.</p>	<p>Enterprising</p> <p>Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.</p>	<p>Investigative</p> <p>Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.</p>
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Related Occupations

Auditors

Budget Analysts

Claims Examiners, Property and Casualty Insurance

Financial Examiners

Fraud Examiners, Investigators and Analysts

Loan Officers

Logistics Analysts

Regulatory Affairs Specialists

OVERVIEW: Job description, Interests, Related Occupations

Accountants

Overview

Knowledge & Skills

Tasks & Activities

Wages

Students

Job Description

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Interests

Holland Interest Code: CEI

Conventional
Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Enterprising
Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Investigative
Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Related Occupations

Auditors
Budget Analysts
Claims Examiners, Property and Casualty Insurance
Financial Examiners
Fraud Examiners, Investigators and Analysts
Loan Officers
Logistics Analysts
Regulatory Affairs Specialists
Tax Examiners and Collectors, and Revenue Agents
Treasurers and Controllers

Related College Majors

Watch a Video

In English

Related Career Clusters and Pathways

Business Management and Administration
Business Information Management

3. **Knowledge & Skills** tab outlines the most important S, Abilities, and knowledge areas

Accountants

Overview **Knowledge & Skills** Tasks & Activities Wages Students

5 Most Important Skills

Active Listening
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Mathematics
Using mathematics to solve problems.

Reading Comprehension
Understanding written sentences and paragraphs in work related documents.

Writing
Communicating effectively in writing as appropriate for the needs of the audience.

Speaking
Talking to others to convey information effectively.

5 Most Important Abilities

Oral Comprehension
The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension
The ability to read and understand information and ideas presented in writing.

Mathematical Reasoning
The ability to choose the right mathematical methods or formulas to solve a problem.

Number Facility
The ability to add, subtract, multiply, or divide quickly and correctly.

Deductive Reasoning
The ability to apply general rules to specific problems to produce answers that make sense.

5 Most Important Knowledge Areas

Area	Relative Importance (0-100)
Accounting	90

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4. **Tasks & Activities** describe typical tasks and most common work activities for that career.

Accountants

Overview Knowledge & Skills **Tasks & Activities** Wages Students

Typical Tasks

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.
- Report to management regarding the finances of establishment.
- Maintain or examine the records of government agencies.
- Establish tables of accounts and assign entries to proper accounts.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Prepare forms and manuals for accounting and bookkeeping personnel and direct their work activities.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value, and location of property.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Serve as bankruptcy trustees or business valuers.

Most Common Work Activities

Interacting With Computers
Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Processing Information

5. Wages provides national average of annual/hourly wages for that career (national)

CAREER

 Favorite

Overview Knowledge and Skills Tasks and Activities Wages

Hourly

Annual Wages	Average	90% made at least	75% made at least	50% made at least	25% made at least	10% made at least
NATIONAL	\$77,920	\$43,020	\$54,250	\$69,350	\$91,770	\$122,220
Your State (Arkansas)	\$66,260	\$38,110	\$46,530	\$59,400	\$78,640	\$100,730
Show more						