



# Accountants and Auditors

**Also called:** Accounting Manager, Certified Public Accountant (CPA), Staff Accountant, Audit Manager, Internal Audit Director, Internal Auditor

## Education:

**Bachelor's degree**

## Job Outlook:

**1,037** Annual Openings

**H3** (High wage, skill, demand)

## Wages:

Entry:

**\$21.86** hourly

**\$45,486** annually

Average:

**\$34.18** hourly

**\$71,087** annually

## What they do:

Accountants and auditors prepare and examine financial records. They ensure that financial records are accurate and that taxes are paid properly and on time. Accountants and auditors assess financial operations and work to help ensure that organizations run efficiently.

## On the job, you would:

- Examine financial statements to ensure that they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Organize and maintain financial records
- Assess financial operations and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits

## Important Qualities:

**Analytical skills.** Accountants and auditors must be able to identify issues in documentation and suggest solutions. For example, public accountants use analytical skills in their work to minimize tax liability, and internal auditors use these skills to detect fraudulent use of funds.

**Communication skills.** Accountants and auditors must be able to listen carefully to facts and concerns from clients, managers, and others. They must also be able to discuss the results of their work in both meetings and written reports.

**Detail oriented.** Accountants and auditors must pay attention to detail when compiling and examining documentation.

**Math skills.** Accountants and auditors must be able to analyze, compare, and interpret facts and figures, although complex math skills are not necessary.

**Organizational skills.** Strong organizational skills are important for accountants and auditors, who often work with a range of financial documents for a variety of clients.

## Learn More:

**O\*NET OnLine:** <https://www.onetonline.org/>

**Occupational Outlook Handbook:**

<https://www.bls.gov/ooh/>

**High Wage, Skill, and**

**Demand Occupations:** <http://h3.ne.gov/>

