

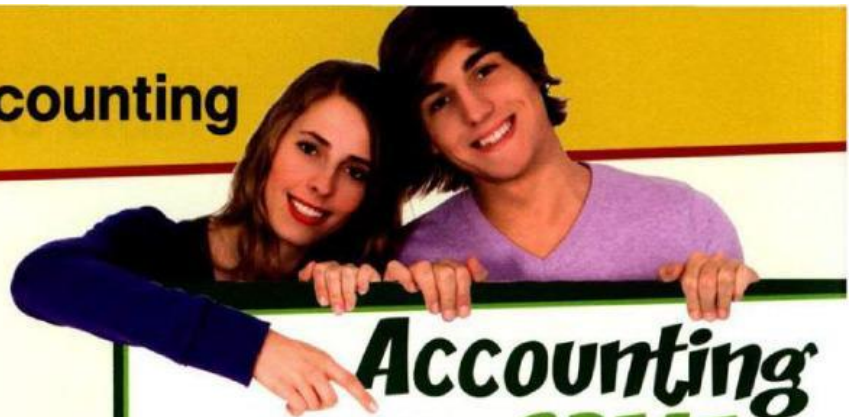
1

Jobs in accounting

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What jobs do accountants do?
- 2 What are the educational requirements for accountants?

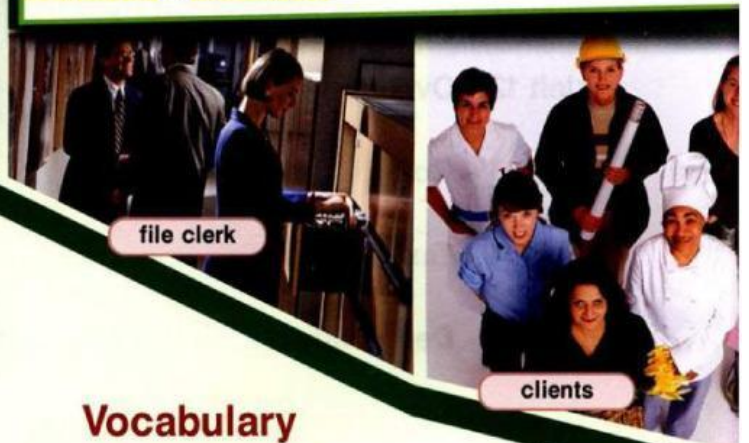


Accounting
is a **GREAT**
career choice!

There are many jobs available for accountants. Here are a few:

- **Bookkeepers** work in a company's **back-office**. They record everything the organization earns or spends.
- **Tax Accountants** help their **clients** fill out tax returns.
- **Internal Auditors** check their employer's records for accuracy.
- **Budget Analysts** manage a company's financial plans.
- **Management Accountants** are business supervisors. They study business operations and help maximize profits.
- **Financial Advisors** help people make smart investments.

The highest-paying positions require a **CPA** license. But jobs are also available for students. Many **firms** hire them as **trainees** or **file clerks**.



Reading

2 Read the advertisement from a business college. Then, choose the correct answers.

- 1 What is the advertisement mainly about?
A a new record keeping method
B how to invest wisely
C steps to becoming a CPA
D different accounting jobs
- 2 People discuss investments with _____.
A bookkeepers C financial advisors
B trainees D file clerks
- 3 What can be inferred about file clerks?
A They work as volunteers.
B They train for at least a year.
C They are not required to have CPA licenses.
D They have one of the highest-paying positions.

Vocabulary

3 Match the words (1-5) with the definitions (A-E).

- | | |
|---------------------|-----------------------|
| 1 __ budget analyst | 4 __ internal auditor |
| 2 __ bookkeeper | 5 __ tax accountant |
| 3 __ trainee | |

- | |
|--|
| A a person who fills out tax forms |
| B a person who records transactions |
| C a person who reviews financial plans |
| D a person who is learning a new job |
| E a person who checks records for accuracy |

- 4 Fill in the blanks with the correct words and phrases from the word bank.

word BANK

back-office clients file clerk firm CPA

- 1 Steve needs a _____ license to get a higher-paying job.
- 2 John is in accounting school. He also works as a _____.
- 3 Most book keepers work in the _____.
- 4 Accountants who advertise on TV get more _____.
- 5 Some accountants work alone. Others work for a _____.

- 5 Listen and read the advertisement again, what area does a management accountant specialize in?

Listening

- 6 Listen to a conversation between an accountant and a supervisor. Mark the following statements as true (T) or false (F).

- 1 ___ The man is nervous about working for the company.
- 2 ___ The man was hired as an internal auditor.
- 3 ___ The bookkeepers work in the back-office.

- 7 Listen again and complete the conversation.

Accountant: Hello. You 1 _____ Ms. Davenport. I'm Jason Williams.

Supervisor: Jason! Hi. How are you?

Accountant: Great, thanks. I'm really 2 _____ to start working with your firm.

Supervisor: Good. We're glad to have you. Let me show you 3 _____. Obviously, this is the 4 _____.

Accountant: This is where I'll be working, right?

Supervisor: That's 5 _____. All the bookkeepers work here.

Accountant: So can I get started now?

Supervisor: Well, first you need to 6 _____ with the accounting manager. I'll introduce you.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then switch roles.

USE LANGUAGE SUCH AS:

I'm really ... to start working with your firm.

Let me show you around.

You need to check in with ...

Student A: It's your first day as an accountant. Talk to Student B about:

- how you feel
- where you will work
- checking in

Student B: You are a senior accountant. Answer Student A's questions.

Writing

- 9 Use the conversation from Task 8 to fill out the new employee form. Make up a name for the employee.

**BY THE NUMBERS
ACCOUNTING FIRM**

**New Employee
Information**

Employee
Name: _____

Position: _____

Responsibilities: _____