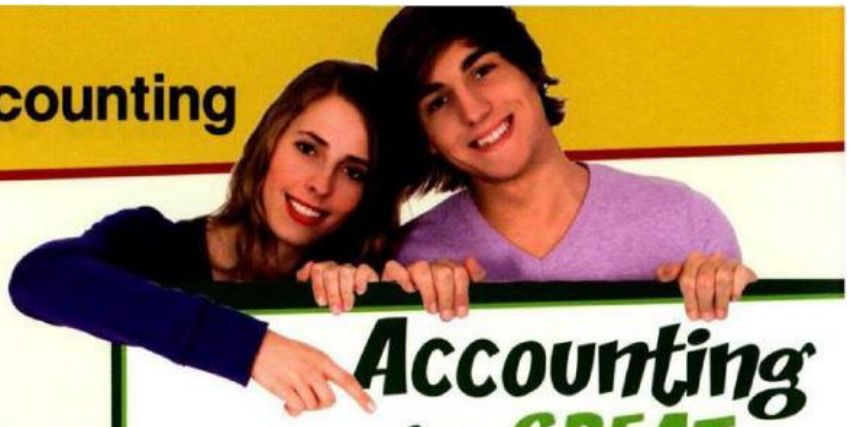
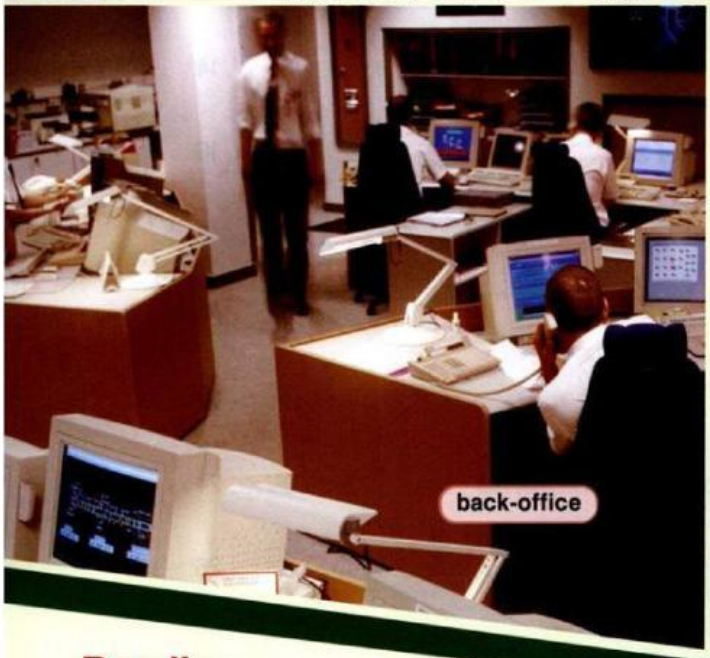
1 Jobs in accounting



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
- B trainees
- C financial advisors
- 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
2 ___ bookkeeper
3 ___ trainee
4 ___ internal auditor
5 ___ tax accountant

- 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

LIVEWORKSHEETS

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: _____

_____

LIVEWORKSHEETS