

# ACCOUNTING

## SELECTED RESOURCES FROM THE UNI CAREER SERVICES LIBRARY (CSL) \*\*\*

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- *Iowa Public Accounting Firms and Individual Practitioners*
- *Accounting Jobs Worldwide*
- *Interviewing for a Career in Public Accounting*
- *Robert Half's Success Guide for Accountant*
- *Interviewing for a Career in Public Accounting*
- *MNCPA Guide to Accounting Career Opportunities*

\*\*\*The Career Services Library (CSL) is temporarily relocated in Rod Library, on the north side of the library's main floor near the Career Collection and north stairwell. Please contact Career Services, 319-273-6857, if you have difficulty in finding any of the CSL resources.

## POSSIBLE CAREER OPTIONS

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(Some career options may require advanced degree)

Accountant	Controller	IRS Investigator	Securities Broker
Actuary	Cost Accountant	Lawyer - Audit	Statistician
Assistant Controller	Credit/Collection	Manager	Stockbroker
Auditor	Specialist	Managerial Accountant	Systems Accountant
Bank Officer	EDP Auditor	Methods/Procedures	Tax Compliance
Benefits/Compensation	Educator	Specialist	Specialist
Administrator	FBI Agent	Payroll Manager	Tax Lawyer
Bookkeeper	Financial Analyst	Personal Financial	Tax Specialist
Budget Accountant	Financial Officer	Planner	Treasurer
CIA Agent	Insurance Agent/Broker	Professor	Treasury Management
Claim	Internal Revenue Agent	Property Accountant	Specialist
Adjuster/Examiner	International	Public Accountant	Trust Accountant
Collection Agent	Accountant	Purchasing Agent	Underwriter
Commodities Trader	IRM Consultant	Research Analyst	

## SELECTED WEB RESOURCES

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(NOTE: Links to non-UNI Internet sites are provided for your convenience and do not constitute an endorsement)

### EXPLORING CAREERS

UNI Career Services [www.uni.edu/careerservices/](http://www.uni.edu/careerservices/)

Career Exploration Resources [www.uni.edu/careerservices/students/explore/careerresources.html](http://www.uni.edu/careerservices/students/explore/careerresources.html)

Careers in Accounting [www.careers-in-accounting.com/](http://www.careers-in-accounting.com/)

Accounting: A Career Without Boundaries [www.aicpa.org/nolimits/index.htm](http://www.aicpa.org/nolimits/index.htm)

Pro2Net [accounting.pro2net.com/](http://accounting.pro2net.com/)

Career Profiles [www.wetfeet.com/asp/careerlist.asp](http://www.wetfeet.com/asp/careerlist.asp)

Real People Profiles [www.wetfeet.com/research/rpp/rplist.asp](http://www.wetfeet.com/research/rpp/rplist.asp)

Job Profiles [www.jobprofiles.org/bus.htm](http://www.jobprofiles.org/bus.htm)

Industry Profiles [www.wetfeet.com/asp/industries\\_atoz.asp](http://www.wetfeet.com/asp/industries_atoz.asp)

## **JOB HUNTING**

UNI Career Services: Find Employers and Jobs [www.uni.edu/careerservices/](http://www.uni.edu/careerservices/)

UNI Career Services CareerLink [www.uni.edu/careerservices/careerlink/register.html](http://www.uni.edu/careerservices/careerlink/register.html)

UNI Rod Library: Career Related Information and Job Banks [www.library.uni.edu/ris/career.shtml](http://www.library.uni.edu/ris/career.shtml)

Accountemps [www.accountemps.com/](http://www.accountemps.com/)

CPA Firms [www.cpafrms.com/](http://www.cpafrms.com/)

Rod Library: Accounting Information [www.library.uni.edu/subject/accounting.html](http://www.library.uni.edu/subject/accounting.html)

## **ASSOCIATIONS/ORGANIZATIONS**

The American Institute of Certified Public Accountants [www.aicpa.org/](http://www.aicpa.org/)

American Accounting Association [aaahq.org/](http://aaahq.org/)

Society of Actuaries [www.soa.org/](http://www.soa.org/)

Institute of Management Accountants [www.imanet.org/](http://www.imanet.org/)

Association of Government Accountants [www.agacgfm.org/homepage.aspx](http://www.agacgfm.org/homepage.aspx)

Institute of Internal Auditors [www.theiia.org/](http://www.theiia.org/)American Bankers Association [www.aba.com/default.htm](http://www.aba.com/default.htm)

Search for more Associations [www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581](http://www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581)

## **OTHER ONLINE RESOURCES**

Information by Subject from UNI Rod Library [www.library.uni.edu/subject/index.html](http://www.library.uni.edu/subject/index.html)

## **SEARCH THE INTERNET**

Use search engines or subject directories ([www.library.uni.edu/dbandcat/search.shtml](http://www.library.uni.edu/dbandcat/search.shtml)) to search the Internet. Use keywords such as the name of the field plus careers or jobs - e.g. "careers in accounting" or "accounting jobs" or "jobs in accounting." Use phrases such as "what can I do with a major in ..." with the name of the field of interest - e.g. "what can I do with a major in accounting." Look for categories such as "jobs" or "careers" in subject directories.

## **SELECTED ACTION VERBS FOR THE RESUME**

Acted	Balanced	Created	Implemented	Performed	Reduced
Actuated	Budgeted	Determined	Improved	Planned	Researched
Adjusted	Calculated	Developed	Maintained	Posted	Resolved
Administered	Compiled	Entered	Managed	Prepared	Retrieved
Allocated	Completed	Established	Marketed	Programmed	Reviewed
Analyzed	Composed	Estimated	Measured	Projected	Settled
Anticipated	Computed	Expanded	Monitored	Provided	Supported
Appraised	Conserved	Filed	Netted	Qualified	Utilized
Assessed	Controlled	Forecasted	Oversaw	Reconciled	Worked
Audited	Corrected	Generated	Passed	Recorded	

**UNI CAREER SERVICES** • SSC 214 (East Bartlett) • (319) 273-6857 • [www.uni.edu/careerservices/](http://www.uni.edu/careerservices/)

**CAREER SERVICES LIBRARY (CSL)** • [www.uni.edu/careerservices/careerlibrary/](http://www.uni.edu/careerservices/careerlibrary/)

**UNIVERSITY OF NORTHERN IOWA** • Cedar Falls, IA 50614 • [www.uni.edu/](http://www.uni.edu/)

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