

INSTRUCTIONS:

1. Click on “No Spacing” before typing
2. Name and Period on the top right.
3. Type what you see below.
4. Title should be font size 16, text is font size 11
5. Bold one career you can see yourself possibly doing
6. Use strikethrough (Home tab, Font group) on a career you have no interest in.
7. Add 1 piece of clipart at the bottom having to do with Accounting or Finance
8. Make a bulleted list of the vocabulary words (Home tab, Paragraph group).

Name:

Period:

Accounting and Finance

Accounting and Finance jobs perform duties that deal with money within a company. Some duties may be preparing financial reports, managing money, providing financial advice, analyzing finances, etc... Accounting and Finance jobs are considered to be in high demand.

Accountant and Auditors: assemble, analyze, and check the accuracy of financial information. They need to have a bachelor’s degree and average about \$28.87 an hour.

Bookkeeping and Accounting Clerks: manage the financial records of companies or clients. They usually train through formal on-the-job training. They make about \$15.66 an hour.

Financial Managers: manage budgets and investments for companies. They need to have a bachelor’s degree plus work experience. They start at about \$46.45 an hour.

Loan Officers: evaluate applicants’ financial backgrounds and decides whether applicants will receive a loan. Most officers have a bachelor’s degree and make about \$26.35 an hour.

Tax preparers: interview clients, review tax records, and fill out tax returns. They make about \$16.28 an hour and need to be certified.

Financial Examiners: analyze the finances of banks and other financial organizations to make sure they comply with laws and regulations. They need at least a bachelor’s degree and make about \$32.12 an hour.

VOCABULARY WORDS:

- Payroll
- Income
- Deductions
- Sales Tax
- Interest
- Principal
- Checks
- Debit Card
- Gross Pay
- Net Pay
- Budget
- Investment

