

ACCOUNTING

ACCOUNTING OVERVIEW

The Occupations

Accounting Clerk, Bookkeeper, Accounting Assistant, Audit Clerk, Payroll Clerk, Accounts Receivable Clerk, Accounting Payable Clerk, Accounting Supervisor/Office Manager, Financial Clerk

About the Occupations

An accounting degree is one of the most sought-after credentials today. In the corporate world, accounting is more than just processing numbers. Members of an accounting department are often expected to organize, analyze and interpret financial data for managers and executives, as well as participate in strategic planning and decision-making. The demand for accounting personnel thrives in both strong and weak economies. During an economic downturn, companies may cut costs by reducing investments in management or marketing, but they still need to monitor cash flow and identify organizational inefficiencies. Accounting personnel generally work in three areas: public accounting, business (profit or non-profit), and governmental entities. Employees in the accounting field may specialize in specific information areas such as Accounts Receivable, Accounts Payable, Payroll, Billing, Costing or Budgeting. Those who assist Certified Public Accountants may also work with clients to acquire, record and prepare financial and/or tax information.

According to the United States Bureau of Labor (December 2015), the area of accounting is one of the occupations projected to experience significant growth, with a 3-11 percent growth rate expected through the year 2024. Due to the significant size of this occupational area, it is expected there will be many job opportunities available, including temporary, part-time and freelance work. Accounting is an excellent profession for those directly out of high school as well as those who are looking for new career opportunities or supplemental income. Graduates may find entry-level opportunities in small business, large corporations, professional associations, governmental agencies, and non-profit organizations. Some may also find entrepreneurial opportunities. With all of this in mind, consider the value an accounting certificate or degree from Navarro College would have for you.

An accounting certificate or degree from Navarro College can open new doors. Most bookkeeping, accounting and auditing clerks are required to have a high school degree and accounting training; however, some college, such as a certificate or associate degree, is preferred. Most entry-level accounting clerk positions can be obtained with a post high-school accounting certificate, while advancement opportunities and certifications may require a minimum of an associate degree. The Accounting Program at Navarro College offers a **“Step approach”**. Full-time students can receive an Accounting Marketable Skills or Clerk Certificate in as few as two semesters, allowing them to pursue an entry-level accounting position and/or continue their education. In as little as one additional semester, the full-time student can enhance his or her knowledge and skills with the Accounting Paraprofessional Certificate. This certificate also includes the opportunity for students to receive on-the-job training experience through a supervised practicum course. Both of these certificates lead into Navarro College’s AAS in Accounting, which can be completed by the accounting paraprofessional graduate in as little as one additional semester. For those who wish to pursue a bachelor’s degree, such as a BAAS, the AAS in Accounting serves as an excellent foundation and allows students to pursue this as either a full-time or part-time student while working in the accounting field. National certifications, such as the Certified Professional Bookkeeper (CB) and Accredited Business Accountant (ABA) are available for individuals with work experience and accounting training, like that offered at Navarro College. For those who want to continue their education and pursue a bachelor’s degree (or higher), additional certifications, such as the Certified Management Accountant (CMA), the Certified Internal Auditor (CIA), the Certified Fraud Examiner (CFE), the Enrolled Agent (EA) and the Certified Public Accountant (CAPA) are also available.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

CAREER OUTLOOK

| WORK ENVIRONMENT | |
|---------------------|---|
| Employers | <ul style="list-style-type: none"> • Service companies • Retail stores • Wholesale and distribution companies • Industrial and manufacturing organizations • Federal, State, and Local government agencies • Not-for-profit organizations |
| Typical Schedule | Standard 40-hour work week with overtime during peak times |
| Tools and Equipment | <ul style="list-style-type: none"> • Computer systems • Accounting software such as general ledger packages • Spreadsheet, database, presentation, and word processing application software |

- Internet access
- Financial documents such as journals, ledgers, financial statements, and government forms

WORKER PORTRAIT

| | |
|----------------------|---|
| Skills and Aptitudes | <ul style="list-style-type: none"> • Organized, careful, accurate, and neat • Good math skills • Dependable, punctual, and able to meet deadlines • Able to communicate well orally and in writing • Takes direction well, but can work with limited supervision • Problem solver |
| Interests | <ul style="list-style-type: none"> • Enjoys helping people and providing a vital service to society • Enjoys high level of responsibility and maintains high ethical standards |

| OUTLOOK | OCCUPATION |
|--------------------|--|
| Above Average | Accounting Clerks & Supervisors, Accounting Supervisor |
| POSITION | SALARY (PER YEAR) |
| Clerks/Bookkeepers | \$31,980-\$56,470 |
| Office Managers | \$35,540-\$83,790 |

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DEGREE/CERTIFICATE

| CONCENTRATION OPTIONS | DEGREE / CERTIFICATE TYPE | DEGREE PLANS |
|---|------------------------------|----------------------------------|
| Accounting | Associate in Applied Science | View Degree Plan |
| Accounting Assistant/Paraprofesional | Certificate | View Degree Plan |
| Accounting Clerk (for Dual Credit students) | Certificate | View Degree Plan |

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FACULTY

Amber Vickers, Program Coordinator
 Corsicana
 (903) 875-7535

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