Where Would I Go to School to Prepare for a Career in Business & Accounting?

Department of Education

Career Exploration Guide

Business & Accounting Career Pathway

Business & Accounting Career Cluster

For more information about NYC Career and Technical Education, visit: **www.cte.nyc**

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What is Business and Accounting?

Businesses and organizations of every type and size need people to help them function and grow. This sphere of jobs includes the people who keep track of finances, conduct administrative and office management services, and handle purchasing and procurement. They keep track of income and expenses, making sure money comes in to pay bills and employees. They manage the flow of resources in an organization or business. They can work anywhere: for private companies, non-profits, or the government.

Where do they work?

Given the universal need for their skills, these professionals can work in just about any type of industry and for every type of employer. Top industries and places to find work:

- Accounting firms
- Banks
- Bookkeeping and payroll services companies
- Doctors' offices
- Hospitals
- Insurance companies
- Stores and other retail trade
- Tax preparation companies
- Wholesale trade

Some types of employers that advertise a lot for people in these jobs are staffing firms, banks, healthcare providers, universities, finance companies, and accounting firms. The government and nonprofit organizations are also looking to hire people in these jobs.

Would I like to work in Business and Accounting?

People who enjoy working in business and accounting:

- Are proficient in arithmetic, algebra, and geometry, and take more advanced math courses
- Enjoy working with data and like paying attention to details
- Demonstrate strong organizational skills
- Are comfortable using electronic spreadsheets and accounting software
- Can think critically and have good analytic skills
- Are honest and have integrity

Most people in the business and accounting field work daytime hours of 9 to 5 in offices. Accountants and bookkeepers may visit their clients' place of business. They may work more hours to meet deadlines at the end of a fiscal year, during tax time, or when monthly or yearly accounting audits are done. Most people work full time, but some work part time.

It is important to have good customer service skills and excellent communication skills because bookkeeping and accounting centers around working with other people.

There are many websites where you can explore what you like and what you are good at. In addition to business and accounting jobs, New York City has a large financial services industry that includes retail banks, investment banks, and insurance companies.

Some useful tools include:

- O*NET Interest Profiler www.mynextmove.org/explore/ip
- Careerinfonet www.careerinfonet.org/skills/skills
- Specific to accounting, try www.accounting.com/careers
- For information about careers in finance: Naf.org
- For information about careers in insurance: https://www.bls.ooh/business-and-financial/claims-adjusters-examiners-and-investigators.htm
- For CUNY students and graduates interested in an internship or fellowship with the City of New York: http://www2.cuny.edu/employment/student-jobs/internships/cuny-internship-programs/apply/

Business & Accounting Career Pathways

What are the career paths?

There are several possible career paths in business and accounting.

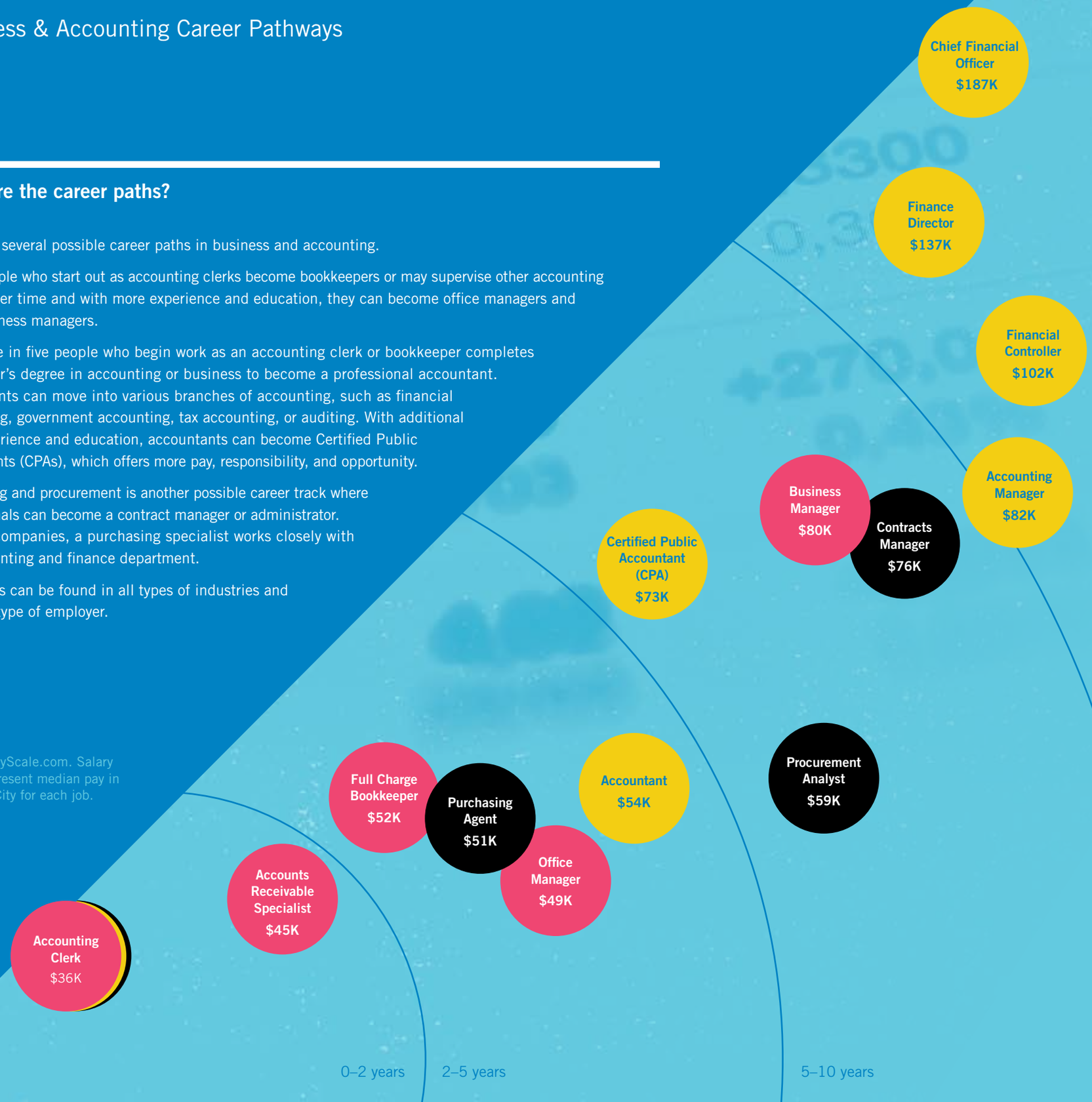
Many people who start out as accounting clerks become bookkeepers or may supervise other accounting clerks. Over time and with more experience and education, they can become office managers and then business managers.

About one in five people who begin work as an accounting clerk or bookkeeper completes a bachelor's degree in accounting or business to become a professional accountant. Accountants can move into various branches of accounting, such as financial accounting, government accounting, tax accounting, or auditing. With additional work experience and education, accountants can become Certified Public Accountants (CPAs), which offers more pay, responsibility, and opportunity.

Purchasing and procurement is another possible career track where professionals can become a contract manager or administrator. In many companies, a purchasing specialist works closely with the accounting and finance department.

These jobs can be found in all types of industries and for every type of employer.

Source: PayScale.com. Salary figures represent median pay in New York City for each job.



BUSINESS ADMINISTRATION

Accounting Clerks. Job titles often describe the work people perform in different jobs. Most of these jobs require a high school diploma and some courses in accounting.

Billing Clerks prepare invoices and may record accounting, statistical, or other data for billing purposes.

Payroll Clerks make sure employees get paid. They enter data, like employees' hours, and they evaluate timesheets for accuracy.

Accounts Receivable Specialists make sure their companies get paid. This may involve outreach to clients who have not paid their bills

Bookkeepers are often responsible for some or all of an organization's accounts, known as the general ledger. They prepare financial records for accountants to review. Bookkeepers often have an associate's degree.

Office Managers make sure that the office runs smoothly. They supervise and make sure the administrative staff are doing their jobs. They see that facilities are clean, orderly and safe. They work with suppliers. They need good customer service skills.

Business Managers usually have a bachelor's degree, often in business administration. They are responsible for all of the clerical and administrative staff and functions in an organization. This usually includes budgets, expenditures, equipment, and supplies.

ACCOUNTING

Professional accountants must have at least a bachelor's degree. They organize, maintain, and examine a company's financial records. They provide accounting, auditing, tax, and consulting services. They make sure a company or organization pays payroll taxes for employees, and other taxes as owed. Accountants work with bookkeepers employed by their clients

Certified Public Accountants (CPAs) have passed the CPA licensing exam and earned the CPA license. In order to take the exam in New York State, you must have at least one year of relevant accounting experience and additional specific education beyond a bachelor's degree.

The Big Four public accounting firms are Deloitte, PricewaterhouseCoopers, Ernst & Young, and KPMG. They are the world's largest audit, tax and professional service companies.

PURCHASING & PROCUREMENT

Purchasing Agents order, receive, and pay for good or services.

Procurement Analysts identify requirements, issue purchase requests, find suppliers, negotiate terms, and select a vendor. Most people in these jobs have a bachelor's degree in business or accounting.

Contract Managers supervise staff involved in purchasing, procurement and contract administration. Contract managers may negotiate the terms and conditions or a contract. They also ensure that the contractor performs the work it is supposed to.

How do I get my foot in the door?

Many Career & Technical Education schools and programs in New York City will prepare you for many of the careers shown on this map. Also, many CUNY colleges have majors in business and accounting. See the grid in this brochure to learn more about these programs.

To work in this field, it is important to:

Keep taking math. In many of these fields, people work with numbers. Make sure to take math courses through your senior year in high school. Take all types of math, including algebra, geometry, trigonometry, pre-calculus, and statistics.

Take some college courses in accounting. The courses can teach basic accounting principles, which can prepare people for more advanced accounting clerk jobs or to be a bookkeeper.

Become familiar with spreadsheets and accounting software. This field has become much more automated, and the use of accounting software is common. Learn popular software employers and agencies use, such as Oracle, QuickBooks, ADP Payroll, or other major accounting systems. At the very least, become proficient at spreadsheets such as Excel.

To be a professional accountant, **complete your bachelor's degree.** Professional accountants, especially those who become Certified Public Accountants (CPAs) earn higher pay and have more responsibility and opportunity.

Get an internship. While you are still in school, get an internship in order to gain practical experience. The City of New York and most major companies offer internships in jobs that involve accounting and administration.

New York City High Schools

BRONX	
Academy of Scholarship and Entrepreneurialism	Entrepreneurship / Virtual Enterprise
Bronx HS for Business	Entrepreneurship / Virtual Enterprise
Bronx School of Law & Finance	Academy of Finance
In Tech Academy	Entrepreneurship / Virtual Enterprise
BROOKLYN	
Abraham Lincoln HS	Entrepreneurship / Virtual Enterprise
Edward R Murrow HS	Entrepreneurship / Virtual Enterprise
Fort Hamilton HS	Entrepreneurship / Virtual Enterprise
James Madison HS	Academy of Finance / Financial Management
New Utrecht HS	Entrepreneurship
MANHATTAN	
Business of Sports School	Entrepreneurship & Business Management
HS of Economics & Finance	Academy of Finance, Entrepreneurship / Virtual Enterprise
Jacqueline Kennedy Onassis HS	Entrepreneurship / Virtual Enterprise
Manhattan Business School	Entrepreneurship / Virtual Enterprise
Maxine Greene HS for Imaginative Inquiry	Entrepreneurship / Virtual Enterprise
QUEENS	
Academy of Finance & Enterprise	Entrepreneurship / Virtual Enterprise, Academy of Finance
Benjamin Franklin HS of Finance & IT	Academy of Finance
Flushing HS	Entrepreneurship / Virtual Enterprise
Forest Hills HS	Entrepreneurship / Virtual Enterprise
Francis Lewis HS	Entrepreneurship / Virtual Enterprise
HS for Arts & Business	Entrepreneurship / Virtual Enterprise
Hillcrest HS	Entrepreneurship / Virtual Enterprise
Queens Vocational & Technical HS	Entrepreneurship / Virtual Enterprise
William Cullen Bryant HS	Entrepreneurship / Virtual Enterprise
STATEN ISLAND	
New Dorp HS	Entrepreneurship
Port Richmond HS	Entrepreneurship / Virtual Enterprise
Susan Wagner HS	Entrepreneurship / Virtual Enterprise, Academy of Finance
Tottenville HS	Academy of Finance

City University of New York

	ACCOUNTING	BUSINESS ADMINISTRATION/ MANAGEMENT	BUSINESS FINANCE
BRONX			
Bronx Community College	Associate Degree	Bachelor's Degree	
Hostos Community College	Associate Degree	Bachelor's Degree	
Lehman College	Non-credit-bearing certificate, Bachelor's Degree	Bachelor's Degree	
BROOKLYN			
Brooklyn College	Bachelor's Degree, Graduate degree	Bachelor's Degree	Bachelor's Degree
Kingsborough Community College	Non-credit-bearing certificate, Associate Degree	Associate Degree	
Medgar Evers College	Bachelor's Degree	Associate Degree	
New York City College of Technology	Associate Degree		
MANHATTAN			
Baruch College	Non-credit-bearing certificate, Bachelor's Degree, Graduate degree	Non-credit-bearing certificate, Bachelor's Degree, Graduate degree	Non-credit-bearing certificate, Bachelor's Degree, Graduate degree
Borough of Manhattan Community College	Credit-bearing certificate, Associate Degree	Associate Degree	
Guttman Community College	Bachelor's Degree, Graduate degree	Associate Degree	
Hunter College	Bachelor's Degree, Graduate degree		
John Jay College of Criminal Justice	Credit-bearing certificate		
School of Professional Studies		Bachelor's Degree, Graduate degree	
The City College of New York	Non-credit-bearing certificate	Bachelor's Degree, Graduate degree	Bachelor's Degree, Graduate degree
QUEENS			
La Guardia Community College	Associate Degree	Associate Degree	
Queens College	Bachelor's Degree, Graduate degree	Bachelor's Degree, Graduate degree	
Queensborough Community College	Associate Degree	Associate Degree	
York College	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree
STATEN ISLAND			
College of Staten Island	Associate Degree, Bachelor's Degree, Graduate degree	Associate Degree, Bachelor's Degree, Graduate degree	Associate Degree, Bachelor's Degree

- Non-credit-bearing certificate
- Credit-bearing certificate
- Associate Degree
- Bachelor's Degree
- Graduate degree