

certified accounting technician

Certified Accounting Technician: Your Path to a Rewarding Career in Finance

Introduction:

Are you detail-oriented, analytical, and passionate about numbers? Do you dream of a stable and rewarding career in the dynamic world of finance? Then becoming a Certified Accounting Technician (CAT) might be the perfect path for you. This comprehensive guide dives deep into the world of CAT certification, exploring everything from the educational requirements and career prospects to the skills you'll acquire and the salary expectations you can anticipate. We'll equip you with the knowledge you need to make an informed decision about whether pursuing a CAT certification is the right step for you. Get ready to unlock your potential in the exciting field of accounting!

What is a Certified Accounting Technician?

A Certified Accounting Technician (CAT) is a professional accounting designation signifying a high level of competency in accounting principles and practices. Unlike a Certified Public Accountant (CPA), a CAT certification doesn't grant the authority to sign off on audited financial statements for public companies. However, CATs play a crucial role in the financial health of organizations, both large and small. They are highly skilled in various accounting functions, including bookkeeping, financial reporting, and tax preparation. The specific tasks and responsibilities of a CAT can vary depending on the employer and industry.

Pathways to Becoming a Certified Accounting Technician: Education and Certification Requirements

The specific requirements to become a Certified Accounting Technician vary depending on the certifying body and the country. However, most pathways share common elements:

1. Educational Requirements: Most certifying bodies require a minimum of a high school diploma or equivalent. However, an associate's degree or a bachelor's degree in accounting or a related field is highly advantageous and often preferred by employers. These degrees provide a stronger foundation in accounting principles and practices, making the transition to a CAT role smoother.
1. Examination: All CAT certifications require passing a rigorous examination that assesses knowledge of fundamental accounting concepts, financial reporting, and

relevant regulations. The exam content typically covers topics like:

Financial Accounting: This includes the accounting equation, journal entries, trial balances, financial statements (income statement, balance sheet, statement of cash flows), and generally accepted accounting principles (GAAP).

Managerial Accounting: This focuses on internal accounting processes, cost accounting, budgeting, and performance analysis, enabling decision-making within the organization.

Taxation: Understanding basic tax principles and procedures is crucial for many CAT roles.

Ethics and Professional Conduct: Maintaining ethical standards and adhering to professional codes of conduct are essential for all accounting professionals.

1. **Experience:** Some certifying bodies may require a certain amount of practical experience in an accounting role before granting the certification. This hands-on experience allows candidates to apply their theoretical knowledge and develop valuable skills in a real-world setting.

Skills and Qualities of a Successful Certified Accounting Technician

Beyond the technical knowledge gained through education and examinations, several soft skills are vital for success as a CAT:

Attention to Detail: Accuracy is paramount in accounting. CATs must meticulously review financial records and ensure the accuracy of data.

Analytical Skills: The ability to analyze financial data, identify trends, and draw meaningful conclusions is critical for effective financial reporting and decision-making.

Problem-Solving Skills: CATs often face challenges in reconciling accounts, investigating discrepancies, and resolving accounting issues.

Communication Skills: Effective communication is essential for collaborating with colleagues, explaining complex financial information to non-accounting personnel, and interacting with clients or stakeholders.

Organizational Skills: Managing multiple tasks, prioritizing workloads, and meeting deadlines are crucial in fast-paced accounting environments.

Technical Proficiency: Proficiency in accounting software (e.g., QuickBooks, Xero) and spreadsheet programs (e.g., Microsoft Excel) is essential for efficient work.

Career Opportunities and Salary Expectations for Certified Accounting Technicians

A CAT certification opens doors to a wide range of career opportunities in various industries. Some common roles include:

Bookkeeper: Responsible for recording financial transactions, preparing financial

statements, and maintaining accurate financial records.

Accounting Clerk: Assists with various accounting tasks, such as data entry, account reconciliation, and preparing reports.

Payroll Clerk: Processes payroll, ensures accurate payment of employees, and manages related tax deductions.

Accounts Payable/Receivable Clerk: Manages payments to vendors (accounts payable) and collections from customers (accounts receivable).

Financial Analyst (Entry-Level): With further experience and education, CATs can progress to entry-level financial analyst roles, assisting in financial planning, analysis, and forecasting.

Salary expectations vary based on experience, location, industry, and the specific certifying body. However, CATs typically earn a competitive salary, offering a stable and rewarding career path. Entry-level salaries are generally competitive with other entry-level office positions, while experienced CATs with advanced certifications or specializations can command significantly higher salaries.

Advantages of Obtaining a Certified Accounting Technician Certification

Enhanced Career Prospects: A CAT certification demonstrates your competency and commitment to the field, making you a more attractive candidate to potential employers.

Increased Earning Potential: Certified professionals often command higher salaries than their uncertified counterparts.

Professional Recognition: The certification provides professional recognition and credibility within the accounting community.

Improved Job Security: The demand for skilled accounting professionals remains consistently high, ensuring job security for certified technicians.

Continuing Education Opportunities: Many certifying bodies offer ongoing professional development opportunities, allowing CATs to stay current with industry best practices and emerging technologies.

Article Outline: "Certified Accounting Technician: Your Path to a Rewarding Career in Finance"

I. Introduction: Hook the reader and provide an overview of the article.

II. What is a Certified Accounting Technician? Define the role and its importance.

III. Pathways to Becoming a CAT: Detail educational requirements, examinations, and experience needed.

IV. Skills and Qualities of a Successful CAT: Highlight both technical and soft skills.

V. Career Opportunities and Salary Expectations: Explore various career paths and salary ranges.

VI. Advantages of CAT Certification: Outline the benefits of obtaining the certification.

VII. Conclusion: Summarize key takeaways and encourage further exploration.

Frequently Asked Questions (FAQs)

1. What is the difference between a CAT and a CPA? CPAs have significantly broader responsibilities and licensing, including auditing public companies. CATs focus on specific accounting tasks within organizations.
1. How long does it take to become a Certified Accounting Technician? The timeframe depends on your existing education and experience, but it typically ranges from a few months to a few years.
1. What is the cost of obtaining a CAT certification? Costs vary depending on the certifying body and include exam fees, study materials, and potential training courses.
1. Are there online programs to become a CAT? Yes, many institutions offer online programs and courses that prepare individuals for the CAT exam.
1. What are the job prospects for CATs? The job outlook for accounting professionals is generally positive, with consistent demand for skilled technicians.
1. Can I work internationally with a CAT certification? The recognition of specific CAT certifications may vary internationally. It's essential to research the requirements in your target country.
1. What are some resources for finding CAT certification programs? Numerous professional accounting organizations and educational institutions offer CAT programs. Online research is a valuable starting point.
1. What continuing education opportunities are available for CATs? Many professional organizations offer ongoing courses, workshops, and conferences to keep CATs updated on industry changes.

1. Is there a specific age range for pursuing a CAT certification? There is no age limit; anyone with the necessary qualifications can pursue a CAT certification.

Related Articles:

1. Top 10 Accounting Software for CAT Professionals: This article reviews popular accounting software, outlining their features and benefits for CATs.
1. The Evolving Role of the Accounting Technician in the Digital Age: Explores how technology is transforming the accounting profession and the skills CATs need to adapt.
1. Networking Strategies for Aspiring and Experienced Certified Accounting Technicians: Provides tips on building professional networks to enhance career prospects.
1. Ethical Considerations in Accounting: A Guide for CAT Professionals: Discusses the importance of ethical conduct and compliance in accounting practice.
1. Career Progression Pathways for Certified Accounting Technicians: Outlines different career paths and advancement opportunities for CATs.
1. Salary Trends for Certified Accounting Technicians Across Different Industries: Analyzes salary data for CATs working in various sectors.
1. Mastering Excel for Accounting: Essential Skills for Certified Accounting Technicians: Focuses on mastering Excel's functionalities crucial for CAT roles.
1. How to Prepare for the Certified Accounting Technician Exam: Offers study tips,

resources, and strategies for successful exam preparation.

1. The Importance of Continuing Professional Development for Certified Accounting Technicians: Emphasizes the value of ongoing learning and professional development in maintaining competency.

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certified accounting technician: **Competency-Based Accounting Education, Training, and Certification** Alfred Boronovo, Brian Friedrich, Michael Wells, 2019-06-06 This guide is designed to assist all those who are responsible for providing or overseeing formal education or practical experience that forms part of the initial professional development of aspiring professional accountants, or the continuing professional development of professional accountants. It is particularly relevant to professional accountancy organizations. It is also intended for policy makers and regulators who determine which organizations are licensed to certify professional accountants and related specializations, for example, audit professionals. The purpose of the guide is to • increase understanding of the gap between the current skills of many accountants in some regions and the skills that are relevant in increasingly digitized and globalized economies; • convey the essential features of Competency-Based Accounting Education, Training, and Certification (CBAETC); • provide a common reference framework for organizations pursuing CBAETC and the consultants working with them; • assist countries in developing in-country plans and implementing in-country processes that produce accountants with higher-order skills relevant to their economy's rapidly evolving needs; and • improve financial reporting, auditing, and regulation. This guide complements and builds on International Education Standards (IES™) of the International Accounting Education Standards Board™ (IAESB™).

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topics as: accounting reform in Russia, Ukraine, Estonia, Armenia, Serbia, China, and Spain; accounting education and development of the accounting profession in several transition economies; and corporate governance issues in the developing world.

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Becoming an Accountant is an engaging, easy to use guide for anyone considering entering accountancy as well as current accountants, informing them how accountants train, where they work and what work they undertake.

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certified accounting technician: Financial Accounting For Dummies Maire Loughran, 2011-03-21 Your plain-English guide to navigating a financial accounting course Despite the economic landscape and job market, demand for accountants remains strong, and accountants will continue to see high demand for their services as the economy rebounds and businesses grow. Additionally, one of the effects of the economic downturn is a greater emphasis on accountability, transparency, and controls in financial reporting. With easy-to-understand explanations and real-life examples, Financial Accounting For Dummies provides students who are studying business, finance, and accounting with the basic concepts, terminology, and methods to interpret, analyze, and evaluate actual corporate financial statements. Covers traditional introductory financial accounting course material Explores concepts accountants and other business professionals use to prepare reports Details mergers and acquisitions purchase and pooling, free cash flow, and financial statement analysis Whether you're a student on your way to earning a bachelor's degree, MBA, or MAcc, Financial Accounting For Dummies gives you a wealth of information to grasp the subject and ace the course.

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Gathering information Discovery Reporting Providing expert testimony This online CPE self-study certificate program consists of 19 required modules that utilize interactive scenario-based learning, including audio and video animation, to guide you through the concepts, including: AICPA Guidance for the Forensic Engagement Understanding the Forensic Accountant Role Understanding the Basic Structure of the Legal System Managing the Forensic Engagement Identifying and Obtaining Evidence Conducting Effective Interviews Common Investigative Techniques Deposition and Testimony Reporting Requirements & Preparing Sustainable Reports Bankruptcy, Insolvency and Reorganization Leveraging Technology in Forensic Engagements Economic Damages in Business Economic Damages for Individuals: A CPA's Role Economic Damages for Individuals: Case Studies and Analysis Calculating Intellectual Property Infringement Damages Family Law Engagements Fraud Prevention, Detection, and Response Financial Statement Fraud and Asset Misappropriation Valuations in Litigation Matters Key Topics Bankruptcy, Insolvency and Reorganization Computer Forensic Analysis Economic Damages Calculations Family Law Financial Statement Misrepresentation Fraud Prevention, Detection and Response Valuation Learning Objectives Interpret regulatory standards and legal system requirements applicable to forensic accounting engagements Describe the elements essential to accepting forensic accounting engagements such as identifying the engagement terms and client provisions, managing the engagement, and reporting requirements Identify the means of gathering evidence and conducting research critical to forensic engagements through the use of effective interviewing and investigative techniques Describe the role of the expert and non-expert in participating in depositions and providing testimony Credit Info CPE CREDITS: Online: 21.5 (CPE credit info) NASBA FIELD OF STUDY: Accounting LEVEL: Basic PREREQUISITES: None ADVANCE PREPARATION: None DELIVERY METHOD: QAS Self-Study COURSE ACRONYM: FACERTBundle.EL Online Access Instructions A personal pin code is enclosed in the physical packaging that may be activated online upon receipt. Once activated, you will gain immediate online access to the product. System Requirements AICPA's online CPE courses will operate in a variety of configurations, but only the configuration described below is supported by AICPA technicians. A stable and continuous internet connection is required. In order to record your completion of the online learning courses, please ensure you are connected to the internet at all times while taking the course. It is your responsibility to validate that CPE certificate(s) are available within your account after successfully completing the course and/or exam. Supported Operating Systems: Macintosh OS X 10.10 to present Windows 7 to present Supported Browsers: Apple Safari Google Chrome Microsoft Internet Explorer Mozilla Firefox Required Browser Plug-ins: Adobe Flash Adobe Acrobat Reader Technical Support: Please contact service@aicpa.org. Frequently Asked Questions What is the Fundamentals of Forensic Accounting Certificate Program? Developed by the AICPA, this certificate program is specially designed to help accountants and others 1) build the knowledge needed to gain a basic understanding of the field of forensic accounting, 2) earn CPE credits needed to meet the 75-hour education requirement for the Certified in Financial Forensics (CFF) credential, or 3) earn CPE credits needed to maintain the CFF credential. Why should I participate? Certificate holders will learn or be refreshed on the core material in professional standards that applies to forensic engagements. The program provides participants with a solid understanding of how to work within the court system when engaged as a forensic accountant. With information provided by subject matter experts from each of the specialization areas, participants are provided first-hand knowledge that guides them through solid investigation, documentation, reporting and other required skills. A series of 20 courses takes you through the best practices styles for performing an engagement. These knowledge and skills are necessary for an accountant and others who are considering entering or are already in the field of forensic accounting. Is the certificate program available to both CPAs and other accounting professionals who are not CPAs? Yes. The courses that comprise the Fundamentals of Forensic Accounting Certificate Program curriculum are available for CPAs, CAs and other accounting professionals who do not have one of these credentials or their equivalent. What level of knowledge should I possess prior to starting the certificate program? All individuals pursuing the Forensic Accounting Certificate of Achievement

should possess a base knowledge of AICPA Auditing Standards. What course topics are included in the curriculum? The certificate program includes 19 required modules, including: 3 Fundamental modules, 6 Forensic Engagement modules, and 10 Specialized Knowledge modules. In total, the program provides 21.5 CPE hours at a basic level. Visit [AICPAStore.com/forensic](https://aicpastore.com/forensic) for a list of modules included in the program. All modules will be approximately 50-minutes long and provide individual CPE credit upon successful completion of the end-of-module exam. Some modules may be longer than 50 minutes, as required by the depth or complexity of the content, with a maximum length of 2 hours. How long will it take me to complete all of courses of the Fundamentals of Forensic Accounting Certificate Program? This varies from individual to individual and is completely dependent upon the time the participant allocates to completing the coursework. There is a commitment of 21.5 required hours to successfully complete the program. What period of time do I have to complete the entire curriculum? Once you enter the program you have twenty-four (24) months from the date of purchase. You are encouraged to complete the program within a twelve (12) month period or less. Once I complete the curriculum and obtain my Forensic Accounting Certificate of Achievement, is there a time period for which it is active? No. The Forensic Accounting Certificate is not a professional credential or license. It is evidence of successful completion of a required course curriculum as of a point in time. As a result, it has no period for which it is deemed active or in-force. Am I required to obtain a certain number of CPE credits annually for the certificate to remain current and active? No. The Forensic Accounting Certificate of Achievement is not a professional credential or license. It is evidence of successful completion of a required course curriculum as of a point in time. As a result, it has no period for which it is deemed active or in-force. If I am a CPA, will I receive CPE credit toward my CPA license if I take this program? Yes, all of the courses in the Fundamentals of Forensic Accounting Certificate Program will qualify for CPE credit. The AICPA is a NASBA-approved provider of CPE. How many credits of CPE will I receive if I earn the certificate? Completing the curriculum will result in earning 21.5 credits. All of these credit hours will qualify for CPE credit and can count toward meeting your state's CPE requirements. Will the CPE credit satisfy my requirements for CMA, CIA or other certifications? The courses in the Fundamentals of Forensic Accounting Certificate Program will be classified as Accounting for purposes of granting CPE credits. As with other AICPA courses that are approved for other certifications, we fully expect the Forensic Accounting Certificate courses will satisfy those requirements. To be certain, please check with the organization that issues your CMA, CIA or other certifications. If I am unable to complete the entire Fundamentals of Forensic Accounting Certificate Program, will I receive CPE credit for the courses I do complete? Yes. The courses are offered individually, so you will earn NASBA QAS CPE credit for each course you take and successfully complete the exam. You are not required to complete the entire program to earn CPE credit. However, you must successfully complete the exam for all required courses in the entire program in order to receive the Forensic Accounting Certificate of Achievement. I have prior experience in working with forensic accounting. Will I be allowed to test out of certain courses while still earning the certificate? Actual completion of the courses is required to earn the Forensic Accounting Certificate. CPE credit will be awarded for the courses, and the CPE standards do not allow for testing out of a course as a way to earn credit. Is the entire program fixed, or are there elective courses I can select from in earning the certificate? The curriculum for the Forensic Accounting Certificate is fixed. It is designed to provide participants with a solid understanding of knowledge required to perform forensic accounting engagements. In order to receive the Forensic Accountant Certificate of Achievement all required modules must be completed. What are the system requirements for the e-learning portion of the program? Please review the information on the System Requirements tab for this product for complete information on minimum operating system and browser requirements. I am already proficient in forensic accounting but would like to learn more about a few select topics that are specific to my job. Can I purchase individual titles in the Fundamentals of Forensic Accounting Certificate Program separately? Yes. Courses in the Certificate Program may be purchased individually. If you decide that you would like to enroll in the

full Certificate Program after purchasing one or more individual courses, credit for those courses may be applied to the purchase amount of the full program as long as they have been purchased within one year of enrolling in the full program. Please call the AICPA service center at 888.777.7077 for more information. Can credits earned in the Fundamentals of Forensic Accounting Certificate Program be applied towards the 75-hour minimum CPE requirement to apply for the Certified in Financial Forensics (CFF) Credential? Yes. Courses in the Certificate Program can be applied toward the requirement to apply for the credential as well as the ongoing education requirement. When will I receive a hard copy of my certificate? You will receive your certificate in the mail 6-8 weeks after completing the program.

certified accounting technician: Essentials of Accounts Payable Mary S. Schaeffer, 2002-10-15 ESSENTIALS OF ACCOUNTS PAYABLE Full of valuable tips, techniques, illustrative real-world examples, exhibits, and best practices, this handy and concise paperback will help you stay up to date on the newest thinking, strategies, developments, and technologies in accounts payable. A real-world approach, with great insights and practical wisdom on all aspects of the accounts payable process. Essentials of Accounts Payable provides accounts payable professionals with a framework for action in a rapidly changing environment. -Tom Nichols, Division Manager, Accounts Payable Operations, AT&T Mary Schaeffer has combined her considerable knowledge of the accounts payable process with the learning and benchmark statistics from top companies to produce a world-class guide to the AP process. Without Mary Schaeffer, and IOMA, AP would still be a neglected financial process without any formal reading to explain the complexities of a process that most companies think is simply paying the bills. This book is a must-read for anyone working in, directing, or managing AP operations, both seasoned professionals and those new to the process. -Linda Sawyer Sisko, Programs Manager, Cisco Systems, Inc. This book does an excellent job of explaining the often complicated basics of the accounts payable functions. It provides a quick snapshot for busy executives who need to know how an accounts payable department should run. It is an excellent update for those executives who need to keep up to date on numerous issues that affect this rapidly evolving profession. -Adrienne Glasgow, Chief Financial Officer, American Red Cross in Greater New York The Wiley Essentials Series-because the business world is always changing...and so should you.

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certified accounting technician: Handbook of Research on Accounting and Financial Studies Farinha, Luís, Cruz, Ana Baltazar, Sebastião, João Renato, 2020-03-06 The competitive nature of organizations in today's globalized world has led to the development of various approaches to increasing profitability and maintaining an advantage over rival companies. As technology continues to be integrated into business practices, specifically in the area of accounting and finance, professionals and educators need to be prepared for advancing economic techniques, and they need to maintain a high level of financial literacy. The Handbook of Research on Accounting and Financial Studies is a pivotal reference source that provides vital research on advanced knowledge and emerging business practices and teaching dynamics in the fields of accounting and finance. While highlighting topics such as cost-benefit analysis, risk management, and corporate governance, this publication explores new initiatives in entrepreneurship and performance management. This book is ideally designed for business managers, consultants, entrepreneurs, auditors, tax practitioners, economists, accountants, academicians, researchers, and students seeking current research on modern advancements and recent findings in accounting and financial studies.

certified accounting technician: A Dictionary of Accounting Jonathan Law, 2016-09-22 This best-selling dictionary includes more than 3,800 entries covering all aspects of accounting, including financial accounting, financial reporting, management accounting, taxation, auditing, corporate finance, and accounting bodies and institutions. Its international coverage includes important terms from UK, US, Australia, India, and Asia-Pacific. Over 150 new entries have been added to this edition to reflect the very latest developments in the accounting profession, e.g. Accounting Council, European Financial Stability Mechanism, and General Anti-Abuse Rule. In addition, existing entries

have been updated to cover the latest developments, most notably the Financial Reporting Standard Applicable in the UK and the Republic of Ireland, which sets out new rules in areas such as goodwill, hedge accounting, and fair value accounting. There is increased coverage of topics such as corporate governance, accounting ethics, accounting scandals, and major firms and professional bodies. With its authoritative and accessible definitions and its wide-ranging coverage, this dictionary is essential for students and professionals in accounting and finance. It is also an ideal source of reference for anyone seeking a clear guide to the often-confusing world of accountancy terms.

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Cryptocurrency 101 was primarily written for individuals who want to have a better appreciation and understanding of the economics and technology behind cryptocurrencies regardless of their background. The author made this book as easy to understand as possible while careful enough not to lose critical discussions about cryptocurrency economics and technology. This book tackles why cryptocurrency is a disruptive force that can ultimately change the way we do business today and in the near future. The author presents comprehensively-researched content using credible offline and online sources. The given examples and latest statistics can help readers form an informed and sound opinion about cryptocurrency. Finally, this book hopes to excite readers with the new opportunities available to everyone, regardless of gender, status, wealth, educational attainment, culture and political beliefs. We are at the forefront of another technological revolution. And, we all have an equal opportunity to learn more and be early adopters of cryptocurrency!

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perspectives of the expert contributors reflect the strong growth of research on the topic, as accounting is increasingly recognised as an important factor in development. The book draws commentary and analyses together to inform future research, practice and policy and raises awareness of the actual and potential role of accounting in formulating and executing development policy. With theoretical and empirically focused chapters, this Handbook will appeal to academics and postgraduate students in accounting and development studies, practitioners, policymakers and development partners.

certified accounting technician: Career as an Accountant Institute for Career Research, 2014-06 Accounting is one of the most in-demand careers today, with more new jobs opening up every day. The opportunities available to accountants, auditors and similar professionals in the field are expected to continue expanding as international business increases and more government regulations take effect. Accounting is rated among the top five careers by such publications as Forbes and CNN/Money, with new graduates earning an average of \$55,000 in their first year on the job. Accountants work with businesses, governments and other organizations to analyze and manage their finances. Accountants use spreadsheets and other computer applications to record, communicate and interpret financial results. They track transactions, recommend cost-cutting measures, and ensure that taxes are paid promptly and correctly. Accountants also help individuals and families file their taxes and manage their personal finances. Opportunities for accountants can be found in cities of all sizes across the country. Some accountants are employed directly by businesses, government agencies, not-for-profits, colleges and similar organizations. Others work for public accounting firms that are retained by organizations to provide financial services. Accountants may also be self-employed, such as those who specialize in providing tax services for families. A four-year degree from an accredited college or university is typically the minimum requirement to land your first job as an accountant. A graduate degree can be helpful, particularly for management positions or highly technical financial analysis work. Many accountants obtain professional licenses, most notable the Certified Public Accountant (CPA). State licensing requirements vary, but CPAs generally must obtain additional college credit hours, have experience working in the field, and pass a rigorous examination. Employment experts predict that the number of accounting and auditing jobs will grow by over 15 percent within the coming decade, as economic expansion drives the need for financial expertise. Accountants and auditors are paid on average \$65,000 a year, a significant increase from just \$60,000 only a few years ago, and earnings are expected to continue to track upward.

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