

What can I do with this major: Accounting-Professional Bookkeeping

Accounting is the “language of business” and involves the measurement, processing, and communication of financial information. Accounting information is used to help business owners and managers make business decisions. Accounting information is also used by bankers, investors, auditors and regulatory bodies, such as the IRS. This program provides entry-level bookkeeping skills to those considering the bookkeeping/accounting field and will enhance the skills of currently employed individuals to facilitate advancement opportunities.

Degrees and Certificates offered at AVC

- ❖ Accounting-Professional Bookkeeping - Certificate (non-transferable)
- ❖ Accounting-Professional Bookkeeping - AS (non-transferable)

Work Industries and Employers

- | | |
|---|-------------------------------|
| ❖ General Accounting Office | ❖ Universities and Colleges |
| ❖ Human Resources Departments | ❖ Public Accounting firms |
| ❖ Hospitals | ❖ Sole Practitioners |
| ❖ Social service agencies and organizations | ❖ Internal Revenue Service |
| ❖ Federal Bureau of Investigation | ❖ Corporate Accounting Office |
| | ❖ Department of Treasury |

Possible Job/Career Titles

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|--------------------------------------|------------------------------|
| <i>Certificate/Associate Degree:</i> | ❖ Financial Manager |
| ❖ Bookkeeper | ❖ Personal Financial Advisor |
| ❖ Auditing Clerk | ❖ Tax Examiner |
| ❖ Tax Preparer | ❖ Collector |
| <i>Bachelor Degree:</i> | ❖ Revenue Agent |
| ❖ Accountant | ❖ Business Executive |
| ❖ Actuary | ❖ Management Analyst |
| ❖ Auditor | ❖ Payroll Manager |
| ❖ Budget Analyst | ❖ Governmental Accountant |
| ❖ Cost Estimator | |
| ❖ Financial Analyst | |

The information reflected is intended to act as a tool for exploration. Please visit the [Career Center](#) for more specific information on majors and careers



Next Steps...

Connect with Professional Associations

Associations are a group of people who come together for a common purpose. You can find helpful information about jobs and careers.

- ❖ [American Institute of Professional Bookkeepers](#)
- ❖ [American Institute of Certified Public Accountants \(AICPA\)](#)
- ❖ [The Institute of Internal Auditors](#)
- ❖ [Institute of Management Accountants](#)
- ❖ [Association of Latino Professionals in Finance and Accounting \(ALPFA\)](#)

Develop your Skills and Experience

- ❖ Jobs and Internships ([College Central Network](#))
- ❖ [American Institute of Certified Public Accountants CPE and Conferences](#)
- ❖ Volunteer Income Tax Assistance ([VITA](#))
- ❖ Future Business Leaders of America ([FTBA](#))

Find CSU/UC Major Preparation (BA/BS)

- ❖ [CSU Northridge: Accountancy B.S. with Option in Information Systems](#)
- ❖ [CSU Northridge: Accountancy B.S. with Option in Professional Accountancy](#)
- ❖ [CSU Los Angeles: Business Administration B.S. with Accounting Option](#)
... and more! - <https://www.transferbound.com/>

View Additional Information

- ❖ AVC [Business-Accounting Department](#)
- ❖ [Occupational Outlook Handbook](#)
- ❖ [Candid Career Videos](#)
- ❖ [Assist](#): Student Transfer Information System
- ❖ [ONET](#) OnLine: Job and Career Exploration
- ❖ [LinkedIn Alumni Tool](#)
- ❖ [Transfer Schools](#)