

# OSU College of Business

What are common accounting careers?

How do I get an accounting education?

How do I apply for the program?

What classes do I need?

What scholarships are available?

What else do I need to do?

How do I find a job?

What is the timeline for all of this?

Who are the accounting faculty?

How can I get certified?

## Accountancy Program

## **SURVIVAL GUIDE**

## Table of Contents

<b>WHAT ARE COMMON ACCOUNTING CAREERS? .....</b>	<b>4</b>
Role of Accounting in Economy and Society.....	4
Responsibility to the Public .....	4
Common Accounting Careers .....	4
Public .....	4
Corporate.....	4
Accounting Information Systems.....	4
Governmental.....	4
Not-for-Profit.....	4
<b>HOW DO I GET AN ACCOUNTING EDUCATION? .....</b>	<b>5</b>
Accounting Major	
<a href="http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting">http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting</a> .....	5
<i>What classes do I need?</i> .....	<b>7</b>
Tentative course Schedule (subject to change).....	8
<i>What Scholarships are Available?</i> .....	<b>11</b>
Additional Scholarship Information .....	11
<b>OSU --- COLLEGE OF BUSINESS RESOURCES .....</b>	<b>12</b>
COB Advising and OSU Career Services.....	12
Study Abroad Information .....	13
Student Groups and Professional Organizations.....	13
<i>Schedule of Accounting Events</i> .....	<b>15</b>
<i>Who are the Accounting Faculty?</i> .....	<b>16</b>
<i>What else should I do?</i> .....	<b>17</b>
Professional Development.....	17
Basic Knowledge of the Accounting Industry and Economy.....	17
Oregon Society of Certified Public Accountants (OSCPA).....	18
Institute of Management Accountants (IMA) .....	19
<b>EMPLOYEMENT QUESTIONS.....</b>	<b>19</b>
<i>How do I find a job?</i> .....	<b>19</b>
When should I begin my job search?.....	19
Resumes .....	19
Interviewing .....	19
Professional Dress.....	20
When are jobs posted? .....	20
Where are the jobs posted?.....	21

	iii
<b>AFTER GRADUATION</b> .....	<b>21</b>
<b><i>How can I get "certified"?</i></b> .....	<b>21</b>
<b>Certified Public Accountant (CPA)</b> .....	<b>21</b>
Why become a CPA? .....	21

## WHAT ARE COMMON ACCOUNTING CAREERS?

---

### ***Role of Accounting in Economy and Society***

Virtually all organizations do some sort of accounting. Accounting is sometimes called the language of business. Accounting is used to describe businesses and business transactions. Without accounting the complex economy could not function.

### ***Responsibility to the Public***

Public accountants have a special responsibility to the public. They are charged with determining whether the financial statements of a company fairly represent the businesses' current condition and results of operations. This allows others to rely on those financial statements to make decisions.

### ***Common Accounting Careers***

#### **Public**

Many accountants begin their careers in public accounting. Public accountants work primarily in auditing and attest functions, tax consulting, financial planning, and other specialized assurance services. Working in public accounting provides excellent experience for developing accounting skills and industry expertise. Accountants begin their careers as staff accountants and as their experience increases so does their level of responsibility. Those who stay with public accounting as a career work as seniors, managers and eventually partners.

#### **Corporate**

Corporate accounting offers many interesting options for accountants. Corporate accountants can work in the areas of financial reporting, managerial accounting, or tax planning and accounting. Accountants can begin their careers in corporate accounting as staff accountants or they can move into corporate accounting after starting their careers in public accounting. As accountants gain experience they may become controllers, financial analysts, chief financial officers or even chief executive officers.

#### **Accounting Information Systems**

Financial statement numbers are usually generated and maintained by IT (Information Technology) systems. Today's accounting firms are called upon to evaluate IT systems as they audit financials, provide consulting services, and assure compliance (e.g. SOX and HIPAA). Even if you don't want to specialize in IT auditing, accountants with IT skills are in demand.

#### **Governmental**

Governmental units at all levels need accountants to prepare budgets, perform financial analysis of spending priorities, audit programs, monitor tax compliance and many other tasks.

#### **Not-for-Profit**

Accountants work in the not for profit sector as well. They assist with preparing budgets, financial management, financial reporting to the public, donors and regulatory agencies.

## HOW DO I GET AN ACCOUNTING EDUCATION?

---

### **Accounting Major**

<http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting>

The **Accounting Major** is designed for undergraduate students seeking a career in accounting. Accounting majors take the University Baccalaureate Core, the College of Business Core and additional upper division accounting classes as described below. To graduate with an accounting major requires 180 credits. However, to qualify for the CPA exam students must have 225 credits. The extra 45 credits can be taken as additional undergraduate classes or students can opt to get an Accountancy Masters of Business Administration (A-MBA) (see note below) or other graduate degree after completing their undergraduate education.

<http://business.oregonstate.edu/mba/degrees/accountancy>

### **Accounting Information Systems Option**

The **Information Systems Audit and Control Association (ISACA)** has certified Oregon State University's Accounting and Business Information Systems (BIS) curriculum

<http://business.oregonstate.edu/prospective/undergraduate/disciplines/bis>, making the program one of only five higher learning institutions in the country and one of only 12 in the world to receive this recognition. Graduates of this program qualify for one year work experience toward the Certified Information Systems Auditor (CISA) designation. With more than 65,000 members in more than 140 countries, ISACA is a recognized worldwide leader in IT governance, control, security and assurance.

<http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting/cisa>

### **Accountancy Master of Business Administration (to earn the 225 credit hours)**

<http://business.oregonstate.edu/mba/degrees/accountancy>

The **Accountancy Master of Business Administration (A-MBA)** is a separate advanced degree program designed to prepare students for careers as Certified Public Accountants (CPAs). This degree allows students to complete a four plus one year option thus graduating in five years with an undergraduate and graduate degree with the necessary credit hours to complete the CPA exam.

The A-MBA blends a Masters of Accountancy with a Masters of Business Administration providing students with skills useful throughout their careers. This program combined with the accountancy undergraduate degree can be a five year integrated plan if planned correctly during junior/senior year in Accountancy program.

The Accountancy courses provide technical knowledge particularly beneficial during the early and mid-stages of their careers. The A-MBA courses provide strategic thinking skills particularly beneficial during later stages. Combined, the courses provide critical thinking skills and in depth business knowledge beneficial throughout an accountant's career.

For students with an undergraduate degree equivalent to the OSU Accountancy degree, the A-MBA is a nine-month program (45 credit hours) with three terms consisting of a series of eight MBA core curriculum courses (24 credits) augmented with an additional 21 credit hours of advanced accounting coursework.

Twelve of the advanced accounting credits relate to advance financial accounting (ATCG 517),

strategic cost management (ACTG 522), taxation (ACTG 525) and accounting information systems (ACTG 520). Such credits are beneficial as they extend topics covered in the undergraduate accounting program, reinforce accounting skills and provide opportunities to practice critical thinking as they relate to specific accounting topics.

Three of the advanced accounting credits relate to research, writing, communication and analysis skills (ACTG 516). Such skills can be critical to professional accountant's careers.

Finally, six of the credits relate to the synthesis of accounting knowledge (ACTG 518). This capstone course integrates student's accounting knowledge and prepares students for professional certification.



## What classes do I need?

Accounting students take the business core which gives them a broad background in the functional areas of business. Students must apply to the COB and apply to the COB ProSchool.

<http://business.oregonstate.edu/services/applying-pro-school>

The business core is described on the web-site at:

<http://business.oregonstate.edu/services/business-requirements>

In addition, the following upper division class recommendations and requirements apply to accounting major students.

<http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting>

A-MBA class requirements are provided at:

<http://business.oregonstate.edu/services/business-requirements>

### **Accounting Degree Requirements: A minimum of 32 credits as follows**

Required Courses:

- ACTG 317 External Reporting I
- ACTG 318 External Reporting II
- ACTG 319 External Reporting III
- ACTG 321 Cost Management
- ACTG 325 Introduction to Taxation
- ACTG 378 Accounting Information Management
- ACTG 427 Assurance and Attestation Services

Career Track Options: Two course requirement or 8 credits

- ACTG 417 Advanced Accounting
- ACTG 420 IT Auditing
- ACTG 422 Strategic Cost Management
- ACTG 425 Advanced Taxation
- ACTG 429 Advanced Accounting Topics/Ethics

### **Accounting Information Systems Option Requirements:**

- BA 272 Business Applications Development (C#)
- BA 371 Business Systems Design
- BA 372 Business Information Systems Design and Development
- ACTG 420 IT Auditing
- BA 364 Project Management
- BA 479 Business Telecommunications and Networking
- BA 483 IT, Business Strategy & E-Commerce

Completing this course of study allows you show an Accountancy degree and a degree in Business Administration with an option in AIS.

**Tentative course Schedule** (subject to change)

Recommended sequence

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>SUMMER</b>
ACTG 317	ACTG 318	ACTG 319	Internship Credits
	ACTG 378	ACTG 321	
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>SUMMER</b>
ACTG 325	Elective	ACTG 427	
		Elective	

Accounting Information Systems Option sequence\*

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
BA 272	BA 371	BA 372
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
BA 364	BA 479 or ACTG 420**	BA 483

A-MBA for students with undergraduate Accounting Degree

Fall (12-16 hrs)	Winter (12-16 hrs)	Spring (13-17 hrs)	
ACTG 516 (3)	ACTG 518 (3)	ACTG 519 (3)	
BA 562 (3)	BA 531 (3)	ACTG 540 (4)	
BA 569 (3)	BA 555 (3)	BA 550 (3)	
BA 590 (3)	BA 561 (3)		
ACTG 522 (4)*	ACTG 520 (4)*	ACTG 522 (4)*	
ACTG 517 (4)*		ACTG 525 (4)*	

\*Students take three of these four electives depending upon courses taken for undergraduate credit.

A-MBA for students without undergraduate Accounting Degree

Fall (10 hrs)	Winter (14 hrs)	Spring (12 hrs)	Fall 2 (14hrs)	Winter (13hrs)	Spring (10-14hrs)
ACTG 317 (4)	ACTG 318 (4)	ACTG 319 (4)	ACTG 527 (4)	ACTG 325 (4)	ACTG 519 (3)
BA 555 (3)	ACTG 378 (4)	ACTG 321 (4)	ACTG 516 (3)	ACTG 518 (4)	ACTG 550 (3)
BA 590 (3)	BA 531 (3)		BA 562 (3)	BA 561 (3)	Elective (4-8)
	BA 540 (3)	Elective (4)	Elective (4)	BA 569 (3)	
			ACTG 417*	ACTG 520 *	ACTG 522*
			ACTG 522*		ACTG 525*

\*Students take three of these four electives.

\*\*Potential internship for summer

Although spreading these courses over two years is a good idea, they can be completed in one year. Completing an IS option is a great way to invest your time as you complete the units required to sit the CPA exam. \*\*Please note that ACTG420 can count as an option class towards your accountancy degree and that ACTG378 is a prerequisite for most of these BIS courses. It focuses on IT auditing and IT skills for accountants. Qualification for the CISA work experience credit depends on several other courses required in the Accountancy degree, please see <http://www.bus.oregonstate.edu/services/CISACertificate.htm> for details.



**ProSchool**

<http://business.oregonstate.edu/services/applying-pro-school>

**Accounting Degree**

<http://business.oregonstate.edu/prospective/undergraduate/disciplines/accounting>

**A-MBA in Accountancy**

<http://business.oregonstate.edu/services/business-requirements>



## ACCOUNTANCY MAJOR SPECIFIC COURSES

***\*re-check periodically—subject to change\****

*Diploma and transcript will say you have a BS in Accountancy.*

( ) Prerequisites

### **REQUIRED COURSES (28 CREDITS):**

		<b><u>F</u></b>	<b><u>W</u></b>	<b><u>SP</u></b>
ACTG 317	External Reporting I (4) (BA 211 and BA 213 w/ grades of "C" or better)	X	-	-
ACTG 318	External Reporting II (4) (BA 340* and ACTG 317 w/ grades of "C" or better; acceptance into Accounting Program)	-	X	-
ACTG 319	External Reporting III (4) (ACTG 318 w/ grades of "C" or better)	-	-	X
ACTG 321	Cost Management (4) (BA 340* and ACTG 317 w/ grades of "C" or better)	-	-	X
ACTG 325	Introduction to Tax (4) (BA 340* and ACTG 319 w/ grades of "C" or better; senior standing)	X	X	-
ACTG 378	Accounting and Information Management (4) (BA 213, BA 276 & BA 302)	X**	X**	-
ACTG 427	Assurance and Attestation Services (4) (ACTG 319)	X***	-	X

### **SELECT A MINIMUM OF Two (2) ELECTIVE COURSE (8 CR)**

ACTG 417	Advanced Accounting (4) (ACTG 319 w/ a grade of "C" or better)	-	X	-
ACTG 420	IT Auditing(4) (ACTG317 and ACTG378 w/ grades of "C" or better;)	-	X	-
ACTG 422	Strategic Cost Management (4) (Prereqs: ACTG 321 & BA 357 w/ grades of "C" or better; and Sr Stdg)	X	-	-
ACTG 425	Advanced Tax (4) (ACTG 325 w/ grades of "C" or better)	-	-	X
ACTG 429	Topics in Accounting (4) (Instructor permission required to enroll)	-	-	-

**Plus complete ALL COB New Core** as listed at link see 2013-2014 Business Program Requirements Checklist or <http://business.oregonstate.edu/services/applying-pro-school>

*(Note—new business core includes 72 credits, including: BA 260, WR 222, 323, or 327, BA 353, and BA 466)*

### **NOTES:**

<sup>1</sup> ACTG 378 clears BA 370 in the business core.

<sup>2</sup> Priority for Fall ACTG 378 will go to BIS/AIS/MIS students, but FIN/ACTG students may take it fall as space allows.

<sup>3</sup> ACTG 427 in the fall is reserved for Accounting students graduating in fall or winter and require approval to register

\*All ACTG courses also have Departmental Approval as an additional prerequisite. Failure to get a C in an ACTG course is subject for removal from the ACTG major.

\*Note: If you plan to take the CPA exam, the Board requires you complete a total of 225 quarter credits.

**RECOMMENDED ORGANIZATION:** *Beta Alpha Psi* <http://osubap.com>

## What Scholarships are Available?

Your education is expensive...we all know that. Many scholarships are available to help you pay for those expenses. All undergraduate, postbacc and graduate students who are admitted to the College of Business are eligible to apply for College of Business scholarships.

Those are listed on the COB web-site at <http://business.oregonstate.edu/prospective/financial-assistance>  
<http://business.oregonstate.edu/services/scholarship-information>

**TIP** Accounting scholarship applications are emailed to students at the beginning of the spring term. There is no need to apply for a specific scholarship. All scholarships have the same application.

In addition, the COB has scholarships available to all majors.  
COB Scholarship applications are available at  
<http://business.oregonstate.edu/services/scholarship-information#timeline>  
Deadline Feb. 1st (beginning in November).

### ***Additional Scholarship Information***

Accounting Scholarship information is posted during late winter term:  
Contact: Chris Akroyd or Roger Graham  
<http://business.oregonstate.edu/faculty-and-staff-bios>

College of Business scholarship information:  
Financial Aid at OSU: <http://oregonstate.edu/admin/finaid/>  
<http://business.oregonstate.edu/services/scholarship-information#timeline>

## OSU --- COLLEGE OF BUSINESS RESOURCES

---

### ***COB Advising and OSU Career Services:***

The COB Advising and OSU Career Services is a primary resource for professional development opportunities. Please visit 214 Bexell or <http://business.oregonstate.edu/services/>

General services include:

- Job Search Workshops: <http://oregonstate.edu/career/>
- COB Career Service: <http://business.oregonstate.edu/careers>
- Resume Writing: Learn how to develop your own resume <http://oregonstate.edu/career/students>
- Cover letters: Find out how to focus your cover letter to get noticed.
- Interview Skills: Covers the basics of Interviewing and how to prepare for traditional as well as behavioral based Interviews.
- Mock interviews: Gives you an opportunity to practice interviewing call 737-4085
- BAP offers Mock Interviews the second week of fall term before “Meet the Firms”
- Dressing to get hired: Come hear from the pros on how to look your best.
- Job Postings
  - Over 100 internship opportunities for business students are posted each term!
  - Over 100 entry-level jobs are posted each year for accounting majors!
- Beaver Job Net <https://oregonstate-csm.symplicity.com/students/index.php?cck=1&au=&ck=>
- Career/Internship advisor Sheri Kendal DuPont
- **The Accounting Department emails weekly updates to all accounting majors with job opportunities and scholarships.**

To learn valuable up to date information about these events, as well as Internship and job announcements, go to the OSU career services web-site: <http://oregonstate.edu/career/>

Students may also create their own personal career services account:

[http://www.experience.com/stu/pick\\_school](http://www.experience.com/stu/pick_school)

**TIP** Presumably if you received this survival guide, you have already decided on accounting as a major. However, if you want to reassess that decision☺, OSU Career Services can provide useful career advising through computer based skills assessments, MBTI testing, and individual counseling appointments.

## ***Study Abroad Information***

College of Business Study Abroad/Exchange link:

<http://business.oregonstate.edu/services/international-opportunities> Students need to plan ahead.

There are key dates for applications and other requirements for the exchange programs. Please contact Tristen Shay or Carol Leder in the COB advising office for more information.

OSU Study Abroad link:

<http://oregonstate.edu/international/studyabroad/students>

## ***Student Groups and Professional Organizations***

Joining a student group or organization is tremendously beneficial. First, it is a great way to keep in touch with the industry. Second, it can put you in direct contact with professionals who help with learning about the world of accounting and finding a job. Third, student groups can provide a useful support system throughout your education and recruiting, as well as later when you start working. Lastly, active participation in student groups gives you an opportunity to develop your leadership skills <http://business.oregonstate.edu/students/organizations>

### **Beta Alpha Psi (BAP)**

[www.osubap.com](http://www.osubap.com)

[www.facebook.com/OSUBAP](http://www.facebook.com/OSUBAP)

**Beta Alpha Psi (BAP)** is an honorary organization for accounting students. Here at OSU, BAP is the student group providing information about the profession, accounting jobs, and opportunities to network with professionals. It also provides opportunities to gain leadership skills by being an officer. Because BAP is a national organization with more than 300,000 students initiated since its inception in 1919, most accounting professionals were BAP members as students, or at least are aware of the importance of the organization.

**Students should begin attending BAP meetings at the beginning of their first upper division accounting class (e.g., ACTG 317).** The meetings are a great way to learn about the accounting industry and current issues. Every quarter the Chapter holds meetings (approximately 5-6 per term) at which professionals come to speak about a given topic affecting the industry. Meetings are generally Wednesday evenings from 6-7pm, and include complimentary pizza or sandwiches! Requirements to join BAP are <http://www.osubap.com/> (click on apply).

However, even if you **do not join BAP**, you should be aware in addition to the weekly meetings that ALL STUDENTS are welcome to attend BAP events described below. Our BAP chapter typically holds the following major events each year.

**Meet the Firms** in October: the first formal event of fall recruiting. This event is a mixer that allows students and professionals to meet and chat informally. Professional dress is encouraged

**Mock Interviews** in October: provides an opportunity to meet representatives from firms and corporations which will be offering accounting internships the following summer. Mock interviews give you a chance to practice your interview skills in a low pressure environment.

**Spring Banquet**: a social event between accounting students and professionals. Professional dress is expected. This event provides another opportunity for students to meet professionals in a comfortable environment.

**Community service projects** 2-3 times per year: BAP members join local professionals in donating their time to a charity.

Beta Alpha Psi also works with OSU Career Services to offer workshops on resumes and interviewing.

Firms often sponsor informal events for BAP members over the summer and in September.

Beta Alpha Psi frequently posts important Information about recruiting events, meetings, tutoring, and internship and employment opportunities. [www.osubap.com](http://www.osubap.com) (clicks on events/calendar)

**Advisor**

Dr. Amy Bourne, CPA - TX [amy.bourne@bus.oregonstate.edu](mailto:amy.bourne@bus.oregonstate.edu)

## Schedule of Accounting Events

Events on this calendar detail career development opportunities offered to Accounting students through the University, the COB, Beta Alpha Psi, and professional organizations. Participation in these events helps students to develop a polished and professional image.

Month	Events
August	Complete application for Government Jobs
September	CPA Firms' Open House Networking Workshop Join Beta Alpha Psi Sign up for Accounting Jobs at Beaver Recruiting
October	BAP Meet the Firms Event BAP Resume Book OSCPA Meet the Firms Event Application for Accounting Program BAP & OSU Mock Interviews OSU Resume Workshop & Critique OSU Interview Skills Workshop On-Campus Application Workshop On-campus Interviews Summer Internship Interviews
November/ December	On-campus Interviews & Offers Extended (see BAP web-site)
January	BAP Tax Career Symposium COB Career Symposium & OSU Resume Workshop
February/ March	Summer Leadership Interviews & Offers Extended Eugene and Industry Job Recruiting COB Scholarship Application Due BAP AIS Career Symposium
April/ May	Accounting Scholarship Application Due Application for Accounting Program Beta Alpha Psi Spring Banquet/ Alumni Event Accounting Recruiting Calendar Published Eugene Firm Career Fair

## Who are the Accounting Faculty?

<http://business.oregonstate.edu/faculty-and-staff-bios>

Faculty Member	Email
Chris Akroyd, PhD	<a href="mailto:chris.akroyd@bus.oregonstate.edu">chris.akroyd@bus.oregonstate.edu</a>
Amy Bourne, DBA, CPA - TX	<a href="mailto:Amy.Bourne@bus.oregonstate.edu">Amy.Bourne@bus.oregonstate.edu</a>
Larry Brown, CPA – OR	<a href="mailto:Larry.Brown@bus.oregonstate.edu">Larry.Brown@bus.oregonstate.edu</a>
Peter Frischmann, PhD	<a href="mailto:Peter.Frischmann@oregonstate.edu">Peter.Frischmann@oregonstate.edu</a>
Roger Graham, PhD, CPA – MT (inactive)	<a href="mailto:Roger.Graham@bus.oregonstate.edu">Roger.Graham@bus.oregonstate.edu</a>
Huichi Huang, PhD	<a href="mailto:huichi.huang@bus.oregonstate.edu">huichi.huang@bus.oregonstate.edu</a>
KC Lin, PhD	<a href="mailto:kc.lin@bus.oregonstate.edu">kc.lin@bus.oregonstate.edu</a>
Byron Marshall, PhD	<a href="mailto:Byron.Marshall@bus.oregonstate.edu">Byron.Marshall@bus.oregonstate.edu</a>
Susan McMahon, PhD	Cascades Campus -- <a href="http://www.osucascades.edu/">http://www.osucascades.edu/</a>
Jared Moore*, PhD, CPA – AZ	<a href="mailto:Jared.Moore@bus.oregonstate.edu">Jared.Moore@bus.oregonstate.edu</a>
Brooks Peacock, CPA-OR, PFS, CFF	<a href="mailto:Brooks.peacock@bus.oregonstate.edu">Brooks.peacock@bus.oregonstate.edu</a>
Mindy Perez, MBA	<a href="mailto:Mindy.perez@bus.oregonstate.edu">Mindy.perez@bus.oregonstate.edu</a>
Bret Scott, PhD, CPA - WA	<a href="mailto:bret.scott@bus.oregonstate.edu">bret.scott@bus.oregonstate.edu</a>

\*Program Director of Accounting and Director for Ph.D. Program Development

### Accounting Faculty

If you would like to talk to a member of the accounting faculty to discuss choice of a major, accounting careers, or other concerns, either schedule an appointment or drop by during office hours.

### COB Student Services

For information about courses, transfer credits, admittance to the School of Business or graduation, please make an appointment with Student Services: (541) 737-3716; 1-800-228-3187 or <http://business.oregonstate.edu/services/>



## What else should I do?

### **Professional Development**

While we all know the importance of good grades in looking for a job, students should know there are other things accounting employers also look for in new hires.

**TIP** Maximizing your professional development is not something you can do overnight. There are general rules about when you should start participating in the different activities and when they are available. So starting in your 300 level classes, you should carefully follow the timeline on page 7.

### **Basic Knowledge of the Accounting Industry and Economy**

A basic knowledge of the accounting industry is necessary. This means understanding the various categories of employers (e.g. public accounting, corporate, government, not-for-profit) and the “hot issues” going on in the accounting industry. This knowledge helps you know what jobs you want to target, as well as to talk knowledgeably with professionals during recruiting events or interviews.

**TIP** Prospective employers often ask interview questions such as ‘What do you think is the most important issue facing the accounting industry?’ You need to be prepared to answer questions like these. Resources discussed below will help you get up to speed.

These are great resources for finding news and information about the accounting industry.

**The American Institute of Certified Public Accountants (AICPA)** provides a terrific overview of accounting careers at [www.startheretogoplaces.com](http://www.startheretogoplaces.com). The ‘AICPA Highlights’ and ‘Weekly News Updates’ at the main AICPA web-site can keep you current with what’s new. You can also become a student member, which includes a subscription to *The Journal of Accountancy* (see below). [www.AICPA.org](http://www.AICPA.org)

**The Journal of Accountancy (JoA)** is a monthly publication of the AICPA and is free to student members. The JoA offers in depth information on many current Issues.

**The Oregon Society of Certified Public Accountant’s (OSCPA)** web-site always has up to date news and information. This web-site often has reports on issues that affect the local accounting Industry that can’t be found anywhere else! [www.ORCPA.org](http://www.ORCPA.org)

**OSU Career Services:** <http://oregonstate.edu/career/>  
Phone # is 541 737-4085 - located in the basement of Kerr Admin Building.

It’s also important to be aware of business issues in the State of Oregon. For example, mergers of local companies usually impact accounting jobs in the corporate and public accounting sectors. Often these events will be discussed in the recruiting and interview process, and your knowledge (or lack thereof) may be viewed as an indicator of your enthusiasm and engagement as a future professional.

A targeted source of local business and accounting industry information is *The Portland Business Journal*, [www.bizjournals.com/portland](http://www.bizjournals.com/portland) .

**TIP** Every year the Portland Business Journal publishes lists of the largest employers (by number of employees) in a host of fields. Included is a list of the top 25 public accounting firms in Portland.

Finally, you should stay up to speed on business and world issues. There's more to the world than just accounting! Here are some good sources.

***The Economist*** ([www.economist.com](http://www.economist.com))

***The Wall Street Journal*** ([www.wsj.com](http://www.wsj.com)) — subscribers may also customize their user profile to target accounting industry information.

***Business Week*** ([www.businessweek.com](http://www.businessweek.com))

**TIP** Keeping up on all this reading can feel overwhelming. Pick one afternoon or evening a week and spend 45 minutes to catch up on industry news. After a few months, you'll be amazed how much you know!

### **Oregon Society of Certified Public Accountants (OSCPA)**

The OSCPAs offers student memberships, which provide networking opportunities, career building, professional updates and a subscription to the OSCPAs monthly publication 'Oregon Certified Public Accountant' magazine. Visit the OSCPAs web-site about student membership at

[https://secure.orcpa.org/join/student\\_application](https://secure.orcpa.org/join/student_application) for more information [www.orcpa.org](http://www.orcpa.org)

The OSCPAs also hosts a 'Meet the Firms' event in early fall that is open to all students from all area universities. This event is separate from the OSU 'Meet the Firms' events, and often is attended by different firms. OSCPAs also has a detailed career zone for college students

[https://secure.orcpa.org/career\\_zone/](https://secure.orcpa.org/career_zone/)

**TIP** If you are interested in working for a smaller local CPA firm, you should be sure to attend the OSCPAs 'Meet the Firms'. Many smaller firms are active in the OSCPAs and view this event as their primary recruiting function of the year.

## **Institute of Management Accountants (IMA)**

The Institute of Management Accountants offers student memberships. Information about their programs can be found at

[http://www.imanet.org/ima\\_student\\_programs/student\\_membership.aspx](http://www.imanet.org/ima_student_programs/student_membership.aspx) IMA will be of particular interest to students planning on entering corporate accounting. Certified Management Accountant [http://www.imanet.org/cma\\_certification.aspx](http://www.imanet.org/cma_certification.aspx)

## **EMPLOYEMENT QUESTIONS**

---

### **How do I find a job?**

#### ***When should I begin my job search?***

NOW! A job search does not begin by applying for jobs, but rather by preparing yourself to be successful when you do apply. Successful preparation includes having a strong resume, having good interview skills, and even knowing how to dress! Each of these is discussed below.

Recruiting for FULL-time positions and Internships is conducted in early October. You must be registered with Beaver Recruiting. <http://oregonstate.edu/career/students>

**TIP** If you are a full-time postbacc student, it is imperative that you start participating in all the recruiting events as soon as you enter your first 300 level accounting class. Since you complete your classes so quickly, the primary recruiting season will pass you by if you don't start right away.

### ***Resumes***

Resumes are critical.

- Your resume should include all the right things about you. Realize that your resume is a work in progress and is not something to be thrown together at the last minute!
- Writing a good resume is tricky. On the one hand, it's your one chance to list all of your accomplishments and to impress potential employers. On the other hand, you don't want to overdo it by listing accomplishments or things that are not really pertinent. Avoid using templates to write your resume. The best thing to do is to look at a bunch of sample resumes, choose what you like about them and fit them to yours.
- Most importantly, you need to have your resume reviewed numerous times for content, style and typos! OSU Career services can help you with your resume.

### ***Interviewing***

Interviewing is an extremely important skill to develop. Get as much experience and practice as you can. The Business School holds interviewing workshops that cover the basics of interviewing. Beta Alpha Psi has mock interviews with professionals during summer, too. Try to get in as much

experience as possible. Search common interview questions on the internet and prepare yourself for what the interviewer might ask. Also, try to learn more about the interviewer if you can.

### ***Professional Dress***

When you are a student, you have the luxury of looking the way you want. But when you start your job search, you want to be aware that the market is very competitive and you need to decide if certain personal appearance attributes are worth not getting the job. In general, professional appearance in accounting is fairly conservative. Both women and men should have no visible tattoos or piercings other than small earrings for women. Men should wear conservative darker suits (slacks and sport coats acceptable, but not preferred). Women should also wear conservative darker suits, either with pants or a modest skirt.

### ***When are jobs posted?***

Searching for a job is not something that should be left until graduation! There is a fairly predictable recruiting cycle that should be understood to maximize your job options. As you will see, there are several points in time when some employers tend to post jobs, and other groups of employers that will post positions throughout the year.

To maximize your opportunities, you should begin the job search process the summer and fall prior to graduation. Recruiting for FULL-time positions and internships are conducted in early October. You must be registered with Beaver Recruiting to participate in the interviews.

<http://oregonstate.edu/career/students>

Beta Alpha Psi and the Oregon Society of CPAs' Meet the Firms Events mark the start of the "fall recruiting season." This is when jobs are posted for the following fall. Typically these are positions at the larger public accounting firms and corporations. Some of these employers will conduct initial screening interviews on-campus, whereas others will conduct interviews in their offices.

Also, later in the fall, smaller public accounting firms post jobs for positions beginning in January to meet seasonal tax preparation demands. Many of these positions are permanent, while others are only for tax season. Sometimes firms are willing to have students work part-time or on an internship basis if they are still completing course work.

Throughout the year there is also on-going recruitment by corporate, governmental and nonprofit organizations looking to make immediate hires of employees. Accounting students will receive regular emails with job opportunities.

Students who are near graduation should consider these positions even if the start date is before graduation. Some of these employers may be willing to defer start dates slightly or work with students who are near degree completion to accommodate scheduling both school and work.

Another important tip to consider in your job search is the time frame for governmental jobs. If you even think you may seek a position in state or federal government, be sure to complete the necessary applications in advance, so that when you see a job of interest posted, you are already in the governmental agency's system. The time for applications to be processed can be up to three months. Below are various institutions you should consider applying to.

IRS, State of Oregon, FBI, Homeland Security, Bonneville Power, U.S. Government  
Accountability Office and State of Oregon Audits Division.

### ***Where are the jobs posted?***

Employers can post open positions through the OSU Career Services (8 Kerr) or the COB advising services. You can access the OSU Career Center postings through <http://oregonstate.edu/career/> . Students must be registered with career services to interview with potential employers.

#### Internships for Credit

COB students may earn up to 6 credits for participating in an internship by signing up for BA 199 or BA 410. Six credit internships assume 10 weeks of 40 hour per week. Students are not required to get credits for internships.

Keys to earning internship credits:

1. Get the internship
2. Find a faculty member to be your sponsor
3. Have someone in the firm you are working with to sponsor you.

## ***AFTER GRADUATION***

---

### **How can I get “certified”?**

A number of well recognized certifications exist for accountants who would like to demonstrate their expertise in a particular area. The most common certifications are certified Public Accountant (CPA), Certified Managerial Accountant (CMA) and Certified Internal Auditor (CIA). Each is discussed below.

### ***Certified Public Accountant (CPA)***

#### **Why become a CPA?**

Becoming a Certified Public Accountant (CPA) significantly enhances both salary and advancement potential for young business professionals and can open a variety of doors in all sectors of the business world.

#### **Step 1: The CPA Exam**

Requirements:

In order to even be eligible to take the exam you will need to have completed 225 quarter credit hours (150 semester credits), including a Bachelor degree from an accredited university. Included in the 225 (150) hours are 36 (24) hours in accounting AND 36 (24) hours in accounting or related subjects (business, economics, finance, etc.). See the Oregon Board of Accountancy’s web-site for more details <http://egov.oregon.gov/boa/index.shtml>

Here at OSU, the post-baccalaureate or certificate program in Accounting will meet the necessary hours to sit for the exam. For students pursuing a Bachelors degree in Accounting, an additional 45 credit hours must be obtained to sit for the CPA exam. In Oregon, it is your choice as to how you get these 45 credits. The 45 credits can be obtained by taking additional classes or completing a second bachelors’ degree in a related field such as Finance or Information Systems, or by a Masters degree such as OSU’s Master of Business Administration, the Masters of Science in Financial Analysis (MSFA) offered at PSU or Masters of Science in Accounting at UO. You could also obtain the hours by taking classes in any other area of study outside of Business that interests you. Before making this important decision, however, you should weigh the extent to which the classes are personally interesting and/or increase your marketability to prospective employers.

**TIP** Be aware that many public accounting firms will generally hire under the condition that you are “CPA exam ready” and have completed your 225 credits.

**The Exam**

The Uniform CPA Exam was developed and is maintained by the American Institute of Certified ‘Public Accountants (AICPA) ([www.aicpa.org](http://www.aicpa.org)). The exam itself is administered in all 50 states and U.S. territories by the National Association of State Boards of Accountancy ([www.nasba.org](http://www.nasba.org)).

There are currently four testing periods — more commonly known as ‘windows’ — per year. The exam may be taken at any time during the testing window. Below is the current schedule for when the exam may be taken.

Testing available	No-testing available
January/February	March
April/May	June
July/August	September
October/November	December

Source Oregon Board of Accountancy  
**TO APPLY TO TAKE THE CPA EXAM IN OREGON, GO TO**  
<http://www.oregon.gov/BOA/Licensing.shtml>  
[http://www.oregon.gov/BOA/ExamReq.shtml#Application\\_Process](http://www.oregon.gov/BOA/ExamReq.shtml#Application_Process)  
<http://www.oregon.gov/boa/Pages/ExamReq.aspx#Fees>

**The CPA exam is split into four sections (content subject to change so always check the AICPA web-site):**

**I. Auditing and Attestation (AUD)**

This section covers knowledge of auditing procedures, generally accepted auditing standards and other standards related to attest engagements, and the skills needed to apply that knowledge.

**II. Business Environment and Concepts (BEC)**

This section covers knowledge of general business environment and business concepts that candidates need to know in order to understand the underlying business reasons for and accounting implications of business transactions, and the skills needed to apply that knowledge.

**III. Financial Accounting and Reporting (FAR)**

This section covers knowledge of generally accepted accounting principles for business enterprises, not-for-profit organizations, and governmental entities, and the skills needed to apply that knowledge.

**IV. Regulation (REG)**

This section covers knowledge of federal taxation, ethics, professional and legal responsibilities, and business law, as well as the skills needed to apply that knowledge.

Source: AICPA ([www.cpa-exam.org](http://www.cpa-exam.org))

In addition to passing the four sections above, CPA candidates must also pass the AICPA Professional Ethics Exam, which is administered as a self-study course after passing the four sections. See the AICPA's web-site for the CPA exam at [www.cpa-exam.org](http://www.cpa-exam.org) for more details on the ethics exam.

A passing grade for the CPA exam is a 75. This is not the same as 75%. The grading scale for the exam is between 0 and 99 and does not represent a percentage of correct answers. The score, rather, 'indicates examination performance reflecting a level of knowledge and skills that is sufficient for the protection of the public' (AICPA, [www.cpa-exam.org](http://www.cpa-exam.org)). Scoring is a fully automated process for exam components except the written communication portion of simulations which are scored by a network of readers (CPAs).

**TIP** Once a section is passed, you have 18 months to complete the remaining sections or you will lose credit for the passed section(s). In other words, you must pass all four sections within an 18 month period after passing the first section. Any sections passed outside the 18 month period, and for which credit has been lost, must be retaken.

### What is the cost of the CPA exam?

The CPA exam is expensive! The application for a first time candidate in Oregon is \$100 and \$50 for returning candidates. Candidates also need to pay examination fees including the computer testing charges, grading charges, and administrative charges. The fees for the exam sections are listed below.

AUD	Auditing & Attestation	\$190.35
BEC	Business Environment & Concepts	\$171.25
FAR	Financial Accounting & Reporting	\$190.35
REG	Regulation	\$171.25
Total		\$723.20

The good news is that many employers have some sort of incentive program that reimburses you for passed sections. Unfortunately, they tend not to pay for failed sections

### How to study for the exam

School alone will not prepare you for the CPA exam! It is virtually unheard of for a student to walk right out of school, take all four sections and pass them. It is for this reason that you should plan on a systematic study plan, using either a self-study method or a review course. A number of self-study books are available on Amazon.com at an average cost of \$200 for books covering each section of the exam. More comprehensive review courses supplement books with a live instructor in a classroom while others are done through an online instructor or via CD-ROM. You should evaluate what works best for you before deciding. Each type has its benefits and drawbacks.

**TIP** Many employers may pay for a review course, offer significant discounts or will provide you with a self-study course at no cost. It's a good idea to research what employers offer. Also, there are also often various discounts for OSU's accounting students and student members of the Oregon Society of Certified Public Accountants ([www.orcpa.org](http://www.orcpa.org)) and of the AICPA ([www.aicpa.org](http://www.aicpa.org)).

Below is a list of some CPA review courses and their respective URLs:

- Becker CPA Exam Review, [www.beckercpa.com](http://www.beckercpa.com)
- Bisk CPA Exam Review, [www.CPAexam.com](http://www.CPAexam.com)
- CPA Excel--Wiley, [www.cpaexcel.com](http://www.cpaexcel.com)
- Kaplan CPA Review, [www.kaplancpareview.com](http://www.kaplancpareview.com)
- MicroMash CPA Exam Review, [www.micromash.com](http://www.micromash.com)
- Roger Phillips CPA Exam Review, [www.rogercpareview.com](http://www.rogercpareview.com)
- Yaeger CPA Review, [www.YaegerCPAReview.com](http://www.YaegerCPAReview.com)



## The best time to take the exam

The best time to take the exam is as soon as you are eligible! Studies have shown that the risk of not completing the exam increases with the amount of time spent out of school. It also becomes more difficult the longer you wait. But the more you procrastinate, the less likely you are to complete the exam. Many students opt to take the exam upon graduating, but before starting work. The information from your accounting classes will still be relatively fresh in your mind, which will help tremendously come exam time. Plus, when you begin working it will become very difficult to find enough time to study. The point is to plan on getting the exam out of the way as soon as possible.

### Step 2: Experience Requirements

So you have finally passed all four sections and the ethics exam. Now what?

Unfortunately, you are still not a CPA. You still have to fulfill the experience requirement.

There is a one year (12 months) experience requirement for applicants who pass the CPA exam after January 1, 2000. All experience must be under the direct supervision of a qualified supervisor licensee who is a CPA. The Oregon Board of Accountancy definition of a supervisor licensee can be found at <http://www.oregon.gov/BOA/index.shtml>  
[http://www.oregon.gov/BOA/Licensing.shtml#Experience\\_Standards](http://www.oregon.gov/BOA/Licensing.shtml#Experience_Standards)

After this period has passed, the supervisor licensee will fill out a form and submit a checklist verifying that you have successfully completed the experience requirement. The point of the experience requirement is to verify that you have learned and displayed a specified set of skills necessary to become a CPA. This may take longer than a year and it is not uncommon for it to take more than 18 months to be signed-off. For more information visit the Oregon Board of Accountancy web-site <http://egov.oregon.gov/BOA/index.shtml>

**TIP** Oregon licensing rules allow for meeting the experience requirement while working in government or private industry. However, before you assume that a prospective employer will be able to provide this experience requirement, ask specific questions about the program in place to do this and the employer's track record with providing it to employees in the past. Be aware that it may take longer than a year to meet the specific experience requirement if your employer is not a CPA firm.

### Step 3: Continuing Professional Education

After completing the experience requirement you will finally be a CPA. But that's not the end of the story. To maintain your license, most states, including Oregon, require that you attend 80 hours of continuing professional education (CPE) every two years. The Oregon State Board stipulates that active CPAs take four hours of CPE in professional conduct and ethics every four years. CPE courses can be expensive, but typically CPA firms will arrange CPE either in-house or with an independent provider and will bear the cost for their employees. Other employers may also reimburse your costs. State societies are a good source of qualified CPE courses.