

For a degree map description of the Accounting Program, see link below.

http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/accounting_AS-Final_6.pdf

For more information, see link below.

<http://www.hostos.cuny.edu/Hostos/media/Pathways/Accounting-AS-10-01-2019.pdf>

SKILLS

Communication Skills: You need to be able to confidently communicate technical information to others with no accounting knowledge. It is important to be able to communicate clearly at all levels of the business.

Numerical Competence: There's no need to be a Math genius but you must be comfortable with numbers and many employers also like individuals to have good grades in Math.

Interpersonal Skills: You must be able to interact with others. Building relationships with people in the business is important as they will help you carry out your role.

Problem Solving: In accounting you will often need to determine the best way to solve a problem. You may encounter challenges so it is important you find a way to overcome obstacles.

Time Management: Accountants often work on several projects at a time so you need to manage and prioritize your work load to meet goals and deadlines.

Attention to Detail: You have to pay attention to small details as miscalculations can lead to misinterpretation. Your training will teach you to take a methodical approach.

PAY

\$41,230 in May 2019

The median annual wage for bookkeeping, accounting, and auditing clerks was \$41,230 in May 2019.

**SAMPLE JOB
TITLES**

Accounts Receivable Clerk, Accounting Assistant, Billing Clerk, Bookkeeper, Management Trainee, Payroll Clerk, and Financial Record Keeper

Job Outlook

6% Growth

Employment of accountants and auditors is projected to grow 6 percent from 2018 to 2028, about as fast as the average for all occupations.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Accountants and Auditors, on the Internet at <https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm> (visited August 08, 2020).

RESOURCES

<https://www.bls.gov/ooh/>

<http://hostos.cuny.edu/Administrative-Offices/Career-Services-Office>

<https://access.vault.com/>

<https://hostos-csm.symplicity.com/>