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# JOB OPTIONS FOR ACCOUNTING & FINANCE PROFESSIONALS WITHOUT A CERTIFIED PUBLIC ACCOUNTING (CPA) LICENSE

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## **Introduction:**

In this guide you will find job titles/options for accounting and finance professionals without a CPA license. The CPA license is one that is extremely difficult to pass, but it is something that accountants may want to look into. Right now, there are still plenty of open positions in the accounting field that do not require one to be a CPA. The public perception is one that encourages a CPA to be hired over someone without a CPA, but some companies really do not care either way. Many people with degrees in accounting continue to work in the field without the CPA attached to their name. The biggest difference may come in the salary, but there are still plenty of accountants that are doing the same work as CPAs, just in the private sector. Accountants can still work at any number of different agencies doing taxes and working for private companies.

Accounting salaries can vary greatly based on numbers of factors including industry, company size, location, years of experience and level of education, your position in the accounting department. You can do entry level work, such as an accounting clerk or accounting assistant, and make an average salary from \$30-\$40,000 a year. Working your way up through the accounting department takes time and skill but as you do so your salary should increase. Moving up to accounting managers and beyond, you can easily make \$100,000 or more a year.

## **Potential Job Options without a U.S. Accountants (CPA) License**

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For many position you do not need a license or to go back to school, but higher positions can be competitive. Also, learning and knowing how the U.S. accounting system works is important. Having a high quality, well-written and well-tailored cover letter and resume along with a high quality and complete online application will be important factors in being selected for an interview. If selected for an interview will you need to make sure you have practiced and are well-prepared for the types of questions you may get asked. -GLOBAL TALENT HIGHLY recommends utilizing GLOBAL TALENT staff to help with applications before submitting.

Below is a list of possible job titles, but it is not an exhaustive list of all possibilities.

- Accounting Assistant
- Accounts Receivable Clerk
- Auditing Clerk
- Assistant Controller
- Bill and Account Collector
- Billing Clerk
- Bookkeeping, Accounting
- Budget Analyst
- Corporate Controller
- Cost Estimator
- Credit Analyst
- Environmental Accountant
- Financial Analyst
- Financial Clerk
- Financial Examiner
- Information Technology Accountant
- International Accountant
- Logistician
- Labor Relations Specialist
- Management Trainee
- Market Research Analyst
- Meeting, Convention, and Event Planners
- Payroll Clerk
- Personal Financial Advisor
- Security, commodity, and Financial Service Sales Agent
- Senior Financial Analyst
- Tax Examiner and Collector, and Revenue Agent
- Teller

## Job Descriptions

### Accounting Assistant

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Job responsibilities include directing and overseeing all or one of the following accounting functions: general accounting, payroll, and cost accounting. Some basic tasks of an accounting assistant include:

- Sorting documents: (This is pretty self-explanatory. You will be simply sorting documents for the accountant you're helping)
- Verifying the accuracy of documents: (You will be checking documents previously completed by the accountant you're working for mistakes and errors he may have made.)
- Make necessary adjustments to various documents: (You will be making adjustments to different logs or records, entering vital information that the accountant you're working for will need to use.)
- Verifying the accuracy of mathematics: (You will be checking to make sure the previous worker has not made any mathematical errors with his work).
- Data Entry: (You will be entering information regarding a certain document or inputting numbers into a spreadsheet).
- Answer inquiries: (You will be answering questions from various customers of the accountant you are working for.)
- Clerical Duties (You will be doing basic work, like sorting mail, typing, answering phones, etc).

#### **Education requirements**

Many accounting clerks earn associate's degrees in business or accounting, though some enter the field with only a high school diploma. Associate's degree programs focus on basic accounting procedures and skills in computerized accounting techniques. For those who have a high school diploma, accounting coursework from a postsecondary educational institution is often helpful, even without a degree. A bachelor's degree is not necessary for a career as an accounting clerk, though some clerks have bachelor's degrees and can move more quickly to senior accounting positions. Regardless of formal education, the majority of accounting clerks must complete a period of on-the-job training.

**Pay:** The Annual average wage for Accounting Assistant was \$40,970 in Boise in May 2017.

## Accounts Receivable Clerk

### **What Accounts Receivable Clerk Do**

The main role of accounts receivable clerks is to ensure that their company or organization receives payments for goods and services and properly records the transactions. The duties and responsibilities of this position require not only a knack for numbers, but also attention to detail and well-developed organizational skills. They perform a variety of accounting and bookkeeping duties according to established policies and procedures. Maintains contact with attorneys, staff, vendors and clients and observes confidentiality of client and firm matters.

### **Education requirements**

Usually, the only education requirement to become an accounts receivable clerk is to possess a high school diploma or a GED. However, many employers prefer those who have taken college level accounting courses, or who have obtained at least a two-year degree in accounting. Many employers also prefer job candidates who have prior experience working in accounting or accounts receivables specifically. Most employers give new accounts receivable clerks on-the-job training so that they become familiar with the company's policies and procedures

**Pay:** The Annual median wage for Accounts Receivable Clerk in Boise was \$ \$37,358 in May 2017.

## Auditing Clerk

### **What Bookkeeping, Accounting, and Auditing Clerks Do**

Auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

### **Work Environment**

Auditing clerks work in offices and may do site visits. About 1 in 4 worked part time in 2014.

### **How to Become Auditing Clerk**

Auditing clerks need some postsecondary education and also learn some of their skills on the job. They must have basic math and computer skills, including knowledge of spreadsheets and bookkeeping software.

**Pay:** The Annual average wage for Auditing Clerk in Idaho was \$36,553 in 2017.

## [Assistant Controller](#)

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Assistant Controller duties mainly assist the corporate controller in directing an organization's accounting functions. These functions include establishing and maintaining an organization's accounting principles, practices, and procedures. Oversees the preparation and evaluation of budgets and other financial operating reports, and presents findings and recommendations to top management. Also have to be familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals, and performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the corporate controller.

This position requires a bachelor's degree in a related area.

**Pay:** The Annual average wage for Assistant Controller in Idaho was \$43,664 in May 2016.

## [Bill and Account Collector](#)

### **What Bill and Account Collectors Do**

Bill and account collectors try to recover payment on overdue bills. They negotiate repayment plans with debtors and help them find solutions to make paying their overdue bills easier.

### **Work Environment**

Many bill and account collectors work in a call center for a third-party collection agency rather than the original creditor. Most work full time, and some have flexible schedules.

### **How to Become a Bill and Account Collector**

Collectors usually must have a high school diploma. A few months of on-the-job training is common.

**Pay:** The Annual average wage for Bill and Account Collector in Idaho was \$36,510 in May 2016.

## [Billing Clerk](#)

The primary responsibility of the Billing Clerk is accounting, budget planning and control, cash management, treasury, and tax handling functions.

The Billing Clerk compiles amounts owed from purchase orders; charge slips, sales tickets, etc., and prepares invoices and recording transactions and maintains all payment records.

A typical job description for the Billing Clerk role may include:



- Responsible for preparation of bills and invoices, the calculation of sales tickets and charge slips, and verification of billing with accounts receivable ledger.
- Processes changes in information system to support accurate and efficient billing process and financial close.
- Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Relies on limited experience and judgment to plan and accomplish goals.
- Performs a variety of tasks.
- Works under general supervision.
- A certain degree of creativity and latitude is required.

A Billing Clerk earns an average wage of \$13.81 per hour. People in this job generally don't have more than 20 years' experience. Pay for this job does not change much by experience, with the most experienced earning only a bit more than the least.

Annual salary ranges from \$22,472-\$41,160

## [Bookkeeping, Accounting](#)

### **What Bookkeeping, Accounting Do**

Bookkeeping, accounting, produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy.

### **Work Environment**

Bookkeeping, accounting, work in offices and may do site visits. About 1 in 4 worked part time in 2014.

### **How to Become a Bookkeeping, Accounting, or Auditing Clerk**

Most bookkeeping, accounting, need some postsecondary education and also learn some of their skills on the job. They must have basic math and computer skills, including knowledge of spreadsheets and bookkeeping software.

**Pay:** The Annual average wage for Bookkeeping, Accounting in Idaho was \$36,310 in May 2016

### **Job Outlook**

Employment of bookkeeping, accounting is projected to decline 8 percent from 2014 to 2024. Technological change is expected to reduce demand for these workers.

## [Budget Analyst](#)

### **What Budget Analysts Do**

Budget analysts help public and private institutions organize their finances. They prepare budget reports and monitor institutional spending.

### **Work Environment**

Budget analysts work in a variety of settings, including government agencies, universities, and companies. Most work full time.

### **How to Become a Budget Analyst**

Budget analysts typically must have a bachelor's degree, although some employers prefer candidates with a master's degree.

**Pay:** The Annual average wage for Budget Analyst in Idaho was \$65,120 in May 2016.

### **Job Outlook**

Employment of budget analysts is projected to grow 3 percent from 2014 to 2024, slower than the average for all occupations. Budget analysts should be needed for their ability to manage the allocation of funds in both governments and businesses.

## [Corporate Controller](#)

The majority of businesses, organizations and agencies have a company controller who tracks and maintains various financial aspects of the company. Controllers generally prepare the company's taxes, control how the budget will be spent, oversee employees who work in financial departments and set financial goals for the company.

Company controllers work very closely with other employees and need to have strong communication skills. Controllers must be fluent with multiple computer applications to run and analyze financial reports. It is important for company controllers to understand and keep up with changes to financial law that will affect the company. A bachelor's degree is required, a masters, preferred.

**Pay:** The Annual average wage for Corporate Controller in Boise was \$72,002 in 2015.

## [Cost Estimator](#)

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### **What Cost Estimators Do**

Cost estimators collect and analyze data in order to estimate the time, money, materials, and labor required to manufacture a product, construct a building, or provide a service. They generally specialize in a particular product or industry.

## **Work Environment**

Cost estimators work mostly in offices, and some estimators also visit construction sites and factory floors. They may sometimes work overtime to meet deadlines.

## **How to Become a Cost Estimator**

A bachelor's degree is generally required to become a cost estimator, although some highly experienced construction workers may qualify without a bachelor's degree. A strong background in mathematics is essential.

**Pay:** The Annual average wage for Cost Estimator in Idaho was \$55,220a in May 2016.

## **Credit Analyst**

### **What Does a Credit Analyst Do?**

A credit analyst is responsible for gathering and analyzing financial data about clients, including paying habits or history, earnings and savings information, and purchase activities.

After the data has been gathered, a credit analyst evaluates the data and recommends a course of action for the customer. For example, a credit analyst who works with a bank or organization that issues credit cards collects data about clients who have defaulted in their payments. After analyzing the data, the analyst might recommend closing the card or reducing the credit line. Credit analysts are not limited to clients who have defaulted in their payments. A credit analyst can also be responsible for potential customers seeking new credit or customers who are being considered for credit line extensions.

### **Educational Requirements**

The minimum educational requirement for the position of credit analyst is a bachelor's degree in finance, accounting or another related field. A bachelor's degree in finance or accounting exposes you to subjects like basic accounting and finance, statistics, ratio analysis, calculus, economics, industry assessment and financial statement analysis. These subjects are necessary to function as a credit analyst because they aid in risk assessment. Educational subjects like industry and ratio analysis are necessary because part of assessing the risk for a company includes assessing its environment.

**Pay:** The Annual average wage for Credit Analyst in Idaho was \$65,120 in May 2016.

## **Environmental Accountant**

Environmental accountants calculate the environmental costs of business activity. While some may work on the environmental costs of societal actions as a whole, most deal solely with their company's own costs. These environmental costs have traditionally been lumped

in with overhead, where they can't be linked to the products and processes that generate them. Environmental accounting identifies environmental costs specifically, tracking their origins so management can make decisions that reduce them.

While the most obvious application of environmental accounting might be calculating a company's cost of environmental compliance, this is only one of many relevant activities. Accountants' skills can also help save on costs to the environment itself. Many times, environmental accountants can save on both environmental and financial costs by making calculations for the use of alternate chemicals, processes, or product designs. Identifying environmental costs can help companies design cleaner products and make more efficient use of resources.

Companies hiring environmental accountants look for people with masters degrees, but there are exceptions, and if you have a Bachelor's degree you could also qualify in some states for some companies.

**Pay:** The Annual average wage for Environmental Accountant in Idaho was \$47,120 in 2013.

## **Financial Analyst**

### **What Financial Analysts Do**

Financial analysts provide guidance to businesses and individuals making investment decisions. They assess the performance of stocks, bonds, and other types of investments.

### **Work Environment**

Financial analysts work in offices. Most work full time, and many work more than 40 hours per week.

### **How to Become a Financial Analyst**

Financial analysts typically must have a bachelor's degree, but a master's degree is often required for advanced positions.

**Pay:** The Annual average wage for Financial Analyst in Idaho was \$74,320a in May 2016.

### **Job Outlook**

Employment of financial analysts is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. A growing range of financial products and the need for in-depth knowledge of geographic regions are expected to lead to strong employment growth.

## [Financial Clerk](#)

### **What Financial Clerks Do**

Financial clerks do administrative work for many types of organizations. They keep records, help customers, and carry out financial transactions.

### **Work Environment**

Financial clerks work in a variety of office settings, including bank branches, medical offices, and government agencies. Most work full time.

### **How to Become a Financial Clerk**

A high school diploma is typically required for most financial clerk positions. These workers usually learn their job duties through on-the-job training.

**Pay:** The Annual average wage for Financial Clerk in Idaho was \$40,040 in May 2016.

### **Job Outlook**

Employment of financial clerks is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations. Employment growth will vary by specialty.

## [Financial Examiner](#)

### **What Financial Examiners Do**

Financial examiners ensure compliance with laws governing financial institutions and transactions. They review balance sheets, evaluate the risk level of loans, and assess bank management.

### **Work Environment**

Most financial examiners work for the finance and insurance industry, the federal government, or state governments. Most financial examiners worked full time in 2014.

### **How to Become a Financial Examiner**

Financial examiners typically need a bachelor's degree that includes some coursework in accounting. Entry-level examiners are trained on the job by senior examiners.

**Pay:** The Annual average wage for Personal Financial Examiner in Idaho was \$81,050 in May 2016.

## [Information Technology Accountant](#)

An accounting information systems professional needs to have skills in both accounting and computer systems. These workers help organizations choose and maintain the information systems technology used by their accounting departments. This specialized career path combines elements of business management, auditing, information management and accounting. Some positions in this field are focused on the financial side of a business, like financial manager. Others may be computer positions, like software developer, that involve creating accounting information systems software. Depending on their focus, accounting information systems professionals may serve as a liaison between accountants and information technology specialists be in charge of developing and maintaining a company-wide accounting information system (AIS), or advice companies on the effectiveness of the AIS system in use. Bachelor's degree required, but master's degree preferred.

**Pay:** the Annual median wage for Information Technology Accountant in the U.S was \$85,800 in 2015

## [International Accountant](#)

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The purpose of having an International Accountant employed in an organization is to garner expertise in international financial operations where standard GAAP no longer apply. The job title of International Accountant is becoming better known with each passing year. More and more companies are doing business overseas in an increasingly global market.

When companies deal with currency exchanges when doing business in other countries, International Accountants are used to analyze and determine alterations in exchange rates between selling and collection dates. Varying exchange rates and date gaps between sales and collection can result in significant profit gains or losses that must be recorded.

When establishing subsidiaries in other countries, organizations will have to abide by different tax laws and regulations that must be understood and accounted for when establishing strategies and business models. An International Accountant is pivotal during these processes.

As an International Accountant, you will need to be familiar with various attributes of the countries with which you are assigned. You will need to know such things as the differences in wage rates and natural resource availability.

**Pay:** The Annual average wage for International Accountant in U.S was \$54,563 in May 2017.

## Logistician

### **What Logisticians Do**

Logisticians analyze and coordinate an organization's supply chain—the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, distributed, allocated, and delivered.

### **Work Environment**

Logisticians work in nearly every industry. The job can be stressful because logistical work is fast-paced. Most logisticians work full time during regular business hours.

### **How to Become a Logistician**

A bachelor's degree is typically required for most positions, although an associate's degree may be sufficient for some logistician jobs.

**Pay:** The Annual average wage for Logistician in Idaho was \$72,500 in May 2016

### **Job Outlook**

Employment of logisticians is projected to grow 2 percent from 2014 to 2024, slower than the average for all occupations. Employment growth will be driven by the need for logistics in the transportation of goods in a global economy. Growth will be moderated, however, because this occupation is concentrated in government and manufacturing, both of which are projected to decline.

## Labor Relations Specialist

### **What Labor Relations Specialists Do**

Labor relations specialists interpret and administer labor contracts regarding issues such as wages and salaries, healthcare, pensions, and union and management practices.

### **Work Environment**

Labor relations specialists generally work in offices. Most work full time during regular business hours.

### **How to Become a Labor Relations Specialist**

Applicants usually have a bachelor's degree in labor relations, human resources, industrial relations, business, or a related field. However, the level of education and experience required varies by position and employer.

**Pay:** The Annual average wage for Labor Relations Specialist in Idaho was \$56,040 in May 2016

## **Job Outlook**

Employment of labor relations specialists is projected to decline 8 percent from 2014 to 2024. The number of workers represented by unions has declined, resulting in less demand for the services of labor relations specialists.

## **Management Trainee**

As a management trainee, an employee will have to gain experience and knowledge required for getting promoted to managerial positions under the direction of people with experience. As part of the job, he or she would have to perform several duties. He or she would have to interact with several departments of the organization such as Data Solutions, Client Services etc.

### **Management Trainee Job Responsibilities**

- Receiving training from the concerned people in addition to performing duties in several departments such as client services, health care data, operations, sales etc ,of a particular organization.
- Learning staff functions and line, management viewpoints, company policies, practices and operations which are significant in the proper functioning of an organization in the corporate world.
- Setting objectives and performance goals with higher officials and trainers of the organization.
- Monitoring the progress of performance with the trainers and management as per the requirement of the organization.

### **Management Trainee Job Education Requirements**

Management trainees need at least a bachelor's degree in business or another relevant field, but employers increasingly seek out candidates with a master's degree in business administration. Most management trainees also receive significant on-the-job experience, especially as trainees. Management trainees also benefit from having excellent organizational, communication, and analytical skills.

**Pay:** The Annual average wage for Management Trainee in Idaho was \$35,857a year.



## Market Research Analyst

### **What Market Research Analysts Do**

Market research analysts study market conditions to examine potential sales of a product or service. They help companies understand what products people want, who will buy them, and at what price.

### **Work Environment**

Because most industries use market research, these analysts are employed throughout the economy. Most analysts work full time during regular business hours. Some work under pressure of deadlines and tight schedules.

### **How to Become a Market Research Analyst**

Most market research analysts need at least a bachelor's degree. Top research positions may require a master's degree. Strong math and analytical skills are essential.

**Pay:** The Annual average wage for Market Research Analyst in Idaho was \$54,968 in May 2017.

### **Job Outlook**

Employment of market research analysts is projected to grow 19 percent from 2014 to 2024, much faster than the average for all occupations. Employment growth will be driven by an increased use of data and market research across all industries, to understand the needs and wants of customers and to measure the effectiveness of marketing and business strategies.

## Meeting, Convention, and Event Planners

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### **What Meeting, Convention, and Event Planners Do**

Meeting, convention, and event planners coordinate all aspects of events and professional meetings. They arrange meeting locations, transportation, and other details.

## **Work Environment**

Meeting, convention, and event planners spend time in their offices and onsite at hotels or convention centers. They also work onsite at hotels or convention centers, and they often travel to attend events and visit prospective meeting sites. During meetings or conventions, planners may work many more hours than usual.

## **How to Become a Meeting, Convention, or Event Planner**

Most meeting, convention, and event planning positions require a bachelor's degree. Some hospitality industry experience related to event planning is considered valuable for many positions.

**Pay:** The Annual average wage Meeting, Convention, and Event Planners in Idaho was \$38,060 in May 2016.

## **Job Outlook**

Employment of meeting, convention, and event planners is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. As globalization increases and businesses continue to recognize the value of professionally planned meetings, demand for meetings and events is projected to grow. Job opportunities should be best for candidates with a bachelor's degree in meeting and event management, hospitality, or tourism management.

## **Payroll Clerk**

Responsible for Compiling and posting employee payroll data and manages hours clocked. Creates and distributes paychecks in accordance with hours worked and corrects paycheck errors.

Primary responsibilities include:

- Compute earnings of workers by referring to their annual salary or timesheet to discover hours worked.
- Initiate payroll during appropriate time and print off checks.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Have checks signed off and approved by manager.
- Distribute checks to employees.
- Handle complaints or questions regarding discrepancies.
- Factor in vacation or sick pay when computing earnings.
- Check exempt and non-exempt statuses of employees.
- Close out paycheck cycle after termination.
- Perform calculations from worksheets and work tickets.
- Check electronic data for errors.

- Compile employee time, production, and payroll data from time sheets and other records.
- Calculate and include deductions, such as income tax withholding, Social Security payments, insurance, and union dues.
- Garnish wages due to child support or IRS intervention.
- Handle 401(k) contributions.
- Manage input of bonuses and commission.
- Distribute timecards.

### **Education requirements**

The majority of employers expect their payroll clerks to have a minimum of a high school diploma or GED. Much of a payroll clerk's education occurs through on-the-job training and experience. Most companies have internal training and classes for new clerks that include timekeeping, payroll organization, resolving personnel issues and thorough coverage of company practices and policies. There are also secondary schools and community colleges that offer training courses for prospective payroll clerks.

A Payroll Clerk earns an average wage of \$14.94 per hour. Pay for this job does not change much by experience, with the most experienced earning only a bit more than the least. A skill in Human Resources is associated with high pay for this job. Most people move on to other jobs if they have more than 20 years' experience in this career.

**Pay:** The Annual average wage for Payroll Clerk was \$39,653 in Boise in May 2017.

## **Personal Financial Advisor**

### **What Personal Financial Advisors Do**

Personal financial advisors provide advice on investments, insurance, mortgages, college savings, estate planning, taxes, and retirement to help individuals manage their finances.

### **Work Environment**

Most personal financial advisors work in the finance and insurance industry or are self-employed. They typically work full time and may meet with clients in the evenings or on weekends.

### **How to Become a Personal Financial Advisor**

Personal financial advisors typically need a bachelor's degree. A master's degree and certification can improve one's chances for advancement in the occupation.

**Pay:** The Annual average wage for Personal Financial Advisor in Idaho was \$100,620 in May 2016.

## Security, Commodity, and Financial Services Sales Agent

### **What Securities, Commodities, and Financial Services Sales Agents Do**

Securities, commodities, and financial services sales agents connect buyers and sellers in financial markets. They sell securities to individuals, advise companies in search of investors, and conduct trades.

### **Work Environment**

Securities, commodities, and financial services sales agents work in high-stress environments and often work more than 40 hours per week.

### **How to Become a Securities, Commodities, or Financial Services Sales Agent**

A bachelor's degree is required for entry-level jobs, and a master's degree in business administration (MBA) is useful for advancement.

**Pay:** The Annual average wage for Securities, commodities, and financial services sales agents in Idaho was \$60,360 in May 2016.

### **Job Outlook**

Employment of securities, commodities, and financial services sales agents is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Demand for investment banking advisory services and commodities trading are likely to create strong employment growth.

## Senior Financial Analyst

Senior financial analysts can be found in just about every industry there is. As long as a company is large enough to need a financial team, a senior financial analyst can usually be found there. Their primary duties are to review the finances of a company and make recommendations for how a company can lower costs and improve its financial situation.

A senior financial analyst is the leader of a group of financial analysts who work with the money the company they work for is spending and making in all areas of the business. They must be very diligent, detail-oriented, and accurate. Aside from making financial recommendations, a senior financial analyst also makes financial forecasts so a company has an idea of where it may be heading in its current state. Senior financial analysts also prepare and review financial reports.

The working environment is usually in an office building in their office and in a conference room. Working hours are normal business hours, Monday through Friday from 8 a.m. to 4 p.m. The tools for work are financial and statistical software, computers, telephones, pen and paper, and other typical office supplies. The senior financial analyst presides over a team of lower-level financial analysts, and usually reports to a director of finances.<sup>[SEP]</sup> This is a job that is highly desired, so most people need a master's of business administration to acquire the position. They must be very good with numbers and able to lead a team.

**Pay:** The Annual average wage for Senior Financial Analyst in Idaho was \$74,320 in May 2016.

## [Tax Examiner and Collector, and Revenue Agent](#)

### **What Tax Examiners and Collectors, and Revenue Agents Do**

Tax examiners and collectors, and revenue agents ensure that federal, state, and local governments get their tax money from businesses and citizens. They review tax returns, conduct audits, identify taxes owed, and collect overdue tax payments.

### **Work Environment**

Tax examiners and collectors, and revenue agents work for federal, state, and local governments. Many work primarily in an office environment; others spend most of their time doing field audits in taxpayers' homes or places of business.

### **How to Become a Tax Examiner or Collector, or Revenue Agent**

Most tax examiners and collectors, and revenue agents need a bachelor's degree in accounting or a related field. However, the level of education and experience required varies by position and employer.

**Pay:** The Annual average wage for tax examiners and collectors, and revenue agents In Idaho was \$50,020 in May 2016.

### **Job Outlook**

Employment of tax examiners and collectors, and revenue agents is projected to decline 6 percent from 2014 to 2024. Employment change will depend primarily on future changes to federal, state, and local government budgets.

## [Teller](#)

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### **What Tellers Do**

Tellers are responsible for accurately processing routine transactions at a bank. These transactions include cashing checks, depositing money, and collecting loan payments.

### **Work Environment**

Most tellers work in bank branches. About 1 in 4 worked part time in 2014.

### **How to Become a Teller**

Most tellers have a high school diploma and receive about 1 month of on-the-job training. Some banks do background checks before hiring a new teller.

**Pay:** The Annual average wage for tellers was \$26,170 in May 2016.

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