

ACCOUNTANT

ABOUT THIS JOB

Accountants perform a variety of functions including managing a company's financial records, tracking budgets and other financial data, managing payroll and keeping company managers informed of spending levels and patterns. Information tracked by accountants is used for reports, research, financial statements and payroll. Accountants tend to be detail-oriented and enjoy math. Individuals who enter the accounting profession must enjoy working with computers and being at a desk for the workday.

ACCOUNTANTS PERFORM THE FOLLOWING TASKS:

- Track spending habits and prepare cost reports
- Monitor accounts payable and accounts receivable
- Prepare payroll, create invoices and pay bills
- Ensure compliance with all federal and state accounting laws
- Use computer spreadsheets and accounting software programs to organize financial information
- Review invoices, bank statements and check reports for accuracy

PREPARATION AND TRAINING FOR THIS POSITION

Accountants must have a high school diploma or GED. Most accounting positions require a four-year bachelor's degree in accounting or a related field. On-the-job accounting experience will give applicants a competitive advantage, and experience does not need to be specific to mining. Once hired, accounting training is provided specific to company procedures and computer software.



EDUCATION:

- * **HIGH SCHOOL DIPLOMA OR GED**
- * **ASSOCIATE'S DEGREE**
- * **BACHELOR'S DEGREE**