

Quick Reference Guide for MCIS on the Internet

Welcome to Montana Career Information System (MCIS), your tool for career exploration. MCIS Provides you with the most current information to help with career and educational planning. The following information can be found on the first page of MCIS on the Internet.

Occupations & Employment

Occupations:

Detailed descriptions of hundreds of occupations, including duties, settings, wages, outlook, etc.

Occupation Sort:

Lists occupations that use your skills, abilities, and interests.

IDEAS Assessment:

Helps users identify their interests and match them with a wide variety of careers. (If this option does not appear, please call 1-800-541-3904)

O*NET Interest Profiler:

Fill out this assessment on-line. Identify your strongest work-related interests. Then explore occupations that meet your interests.

Military Employment:

Investigate career options in the military.

Job Search:

Offers advice for job seekers, including tips on resumes, cover letters, and interviews.

Self-Employment:

Learn how to start and run your own business.

Work Importance Locator:

Take this quick assessment on-line. Find out which work values are most important to you, then explore the occupations that match your values.

Education & Training

National School Sort:

Create a list of schools that match your preferences.

Graduate School Sort:

Lists graduate schools that meet your goals.

Financial Aid Sort:

Lists scholarships and loans that you may qualify for.

Montana Schools:

Provides information about schools in Montana, including programs, admissions, schedules, and costs.

Programs of Study:

Investigate admission requirements, coursework, and other information about instructional programs.

Apprenticeships:

Describes information about apprenticeship programs in Montana.

National Schools:

Detailed information about 2 and 4 year colleges and universities in the U.S.

Financial Aid:

Investigate forms of financial help, such as scholarships and loans.

MCIS provides information and links for Montana's:

- Native Americans
- Women
- People with disabilities & vocational rehabilitation workers

Other MCIS Components

Keep on Learning:

Advice on good ways to pick up knowledge and skills you will need in today's workforce.

Assessment Link:

Connects results of common assessment tests to a list of MCIS occupations.

Non-Traditional Employment:

Offers information about non-traditional employment.

Micro-SKILLS:

Allows you to match your skills with occupations.

Practical Learning Activities:

Over 600 learning activities available.

Industries:

Information about employment in industries in Montana and nationally.

Keep That Job:

Provides information on how to keep a job, and work successfully with your employer and co-workers.

Portfolio

The Portfolio option allows users to:

- Build a resume
- Store their assessments
- Save schools/occupations of interest
- Record activities, grades, accomplishments, etc.
- Manage their course plans

Test Prep Options:

(available with a test prep site license purchase)

Academic Practice Tests:

- ACT (free) • SAT (free) • PSAT • GED
- ASVAB (Armed Services Vocational Aptitude Battery)
- CLEP (5 tests: Math, Natural Sciences, Social Sciences, English, & Humanities)

Civil Service Practice Tests:

- American Foreign Services Officer • Case Worker • Corrections Officer • Court Officer
- Firefighter • Police Officer • Police Promotion • State Trooper • Parole Officer • Real Estate

Montana Career Information System
Department of Labor and Industry

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Accountants and Auditors

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Overview

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- Knowledge
- Helpful High School Courses
- Preparation
- Hiring Practices
- Licensing / Certification
- Wages
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Related Information

- America's Job Bank
- Programs of Study
- Military Occupations
- Industries
- Occupations
- Self-Employment

Real World Interviews

- Accountant

Videos

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Overview

Accountants and auditors assemble, analyze, and check the accuracy of financial information.

In the context of history, accounting may seem like a newer profession. After all, didn't people just barter or make their own goods? Wrong! Currency and taxes have been around for centuries. In fact, the system of "double entry" bookkeeping was invented between 1200 and 1350 A.D. in Italy. This method of accounting allows you to record both debits and credits and keeps your records accurate.

There are four major fields in accounting-public, management, government, and internal auditing. Accountants share some tasks across these four fields. However, they work for different clients and have some unique tasks. Within each of the four fields, accountants often specialize in one area.

Public accountants have their own businesses or work for accounting firms. Their clients are individuals or businesses. Public accountants provide accounting, auditing, tax, and consulting services. For example, they examine business operations such as revenues and costs. They go over financial records to make sure the information is correct. They also may develop accounting systems for clients. In order to do that, they first must learn each client's accounting needs.

Management accountants work for corporations. These accountants work as part of their company's management team and help make decisions. They give the team advice about how certain financial changes may affect the company. They record and

At a glance

- Have good analytical and math skills
- May work long hours between January and April
- Usually have a bachelor's degree
- Need a license to use the term CPA (certified public accountant)
- About 11 percent are self-employed nationally
- Projected to grow faster than the statewide average
- Median wage \$42,230 per year in Montana