

# BUSINESS, MARKETING, AND FINANCE



Jobs in the Business, Marketing, and Finance field relate to productivity, business operations, financial management, marketing, and sales.

Do you enjoy dealing with money?



Do you like working with people?



Are you good at math?



Are you great at following directions?



Do you like seeing interesting ads on TV and the internet?



## CAREERS IN BUSINESS, MARKETING, AND FINANCE

1. Personal Financial Advisor
2. Management Analyst
3. Insurance Underwriter
4. Operation Research Analyst
5. Insurance Sales Agent
6. Loan Officer
7. Wholesale and Retail Buyer
8. Advertising and Promotions Manager
9. Cashier
10. File Clerk

## CAREER SNAPSHOTS

### Bookkeeping, Accounting, and Auditing Clerks

Compute, classify, and record numerical data to keep financial records complete.

**Regional Salary** - \$42,100

**Educational Level** - Some College, No Degree

#### Daily Tasks

- Maintain financial or account records.
- Verify accuracy of financial or transactional data.
- Compile data or documentation.

#### Required Skills

- Active Listening
- Critical Thinking
- Reading Comprehension

### Human Resources Specialists

Recruit, screen, interview, or place individuals within an organization.

**Regional Salary** - \$54,100

**Educational Level** - Bachelor's Degree

#### Daily Tasks

- Administer personnel recruitment or hiring activities.
- Explain regulations, policies, or procedures.
- Administer compensation or benefits programs.

#### Required Skills

- Speaking
- Active Listening
- Reading Comprehension

### Accountants and Auditors

Examine, analyze, and interpret accounting records to prepare financial statements.

**Regional Salary** - \$68,400

**Educational Level** - Bachelor's Degree

#### Daily Tasks

- Prepare financial documents, reports, or budgets.
- Analyze business or financial data.
- Advise people on financial matters.

#### Required Skills

- Active Listening
- Reading Comprehension
- Critical Thinking



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