

GLEIM[®]



CAREERS

IN ACCOUNTING

[GLEIM.COM/CAREERSUCCESS](https://gleim.com/careersuccess)

IRVIN N. GLEIM



A MESSAGE FROM DR. GLEIM

Welcome to the beginning of your path to a successful career in accounting. This Careers in Accounting guide is a brief but thorough introduction to four major accounting certifications. It includes an overview of CPA, CMA, CIA, and EA, explaining how each designation is earned as well as what types of careers each credential prepares you for. This guide also provides links to additional resources that can help you learn more about, or begin preparing for, the CPA, CMA, CIA, or EA exams.

Since 1974, my passion has been helping accountants and accounting students find success. This passion not only drove me to create the first self-study CPA course, but also continues to drive the Gleim mission to create the best exam prep materials on the market and empower students to succeed in their careers. As such, the proven Gleim study method is designed to ensure that candidates pass their exams with confidence on the first try. For the last 45 years, we've helped millions succeed.

You can be the next success story. Use this guide as a starting point as you begin planning your accounting studies and career path, and be sure to reach out to your professors and us if you have any questions. We're always here and always ready to help you move onwards and upwards.

– Dr. Irvin N. Gleim

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Contact the Gleim team

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 800.874.5346

START PREPARING FOR YOUR CAREER NOW!

You can get a head start on a successful career by taking advantage of resources available to you through academic and professional organizations. All of these opportunities are great resume builders and include:

✓ College courses

The classes you choose in college provide opportunities to get a head start. By taking a variety of courses, you can discover your interests and strengths early. If you plan your courses appropriately, you can set yourself up for dual certification before you graduate!

✓ Internships

Employers seek team players and good communicators. The sooner you put yourself into a professional setting, the sooner you can begin to develop the life and work skills that will serve you throughout your career.

✓ Associations and clubs

Activities in these organizations allow you to establish and maintain relationships with your university's alumni, current faculty, and other student leaders. Take on leadership roles to set yourself apart. If your school doesn't have any organizations, start one!

✓ Campus Rep programs

A great way to boost your resume! This is an opportunity to attract recruiters and network with professionals, teachers, and peers. You may even earn a free exam review course from taking part in the program.

✓ Professional networking

Take advantage of job fairs and "Meet the Firm" events, get involved in campus clubs and organizations, and don't hesitate to be a more active participant in your college courses.

✓ Volunteering through VITA

Learn to prepare taxes while making a difference in your community as a volunteer tax preparer for the IRS VITA program. As a VITA volunteer, you're also getting a head start toward becoming a tax expert!

Professional associations and clubs include:

- ✓ American Institute of Certified Public Accountants (AICPA)
- ✓ CPA State Societies
- ✓ The Institute of Internal Auditors (IIA)
- ✓ Institute of Management Accountants (IMA)
- ✓ The National Association of Black Accountants (NABA)
- ✓ The National Association of Tax Professionals (NATP)

Academic clubs and organizations include:

- ✓ Beta Alpha Psi (international honor society)
- ✓ The IIA student chapters
- ✓ IMA student chapters
- ✓ Check with your college for more info about clubs, organizations, and honorary societies on your campus!

EARNING YOUR CERTIFICATION

As you finish your college education, the next phase of advancing your accounting career is certification. We'll outline the different certification options more specifically, but no matter which one you choose, there are several key steps you'll need to take, including:

- ✓ Familiarize yourself with the certification exam
- ✓ Schedule a time to take the exam
- ✓ Prepare a study schedule
- ✓ Study for the exam
- ✓ Sit for the exam

CERTIFIED PUBLIC ACCOUNTANT

WHAT IS A CPA?

Certified Public Accountants (CPAs) are accountants who serve as trusted financial advisors. They help individuals, businesses, and other organizations plan and reach their financial goals. Those goals can include investing in a retirement plan, growing a business, or even completing a business merger. Earning a CPA provides the flexibility to work for a firm or start on the path to becoming a CFO or CEO.

WHAT DOES A CPA DO?

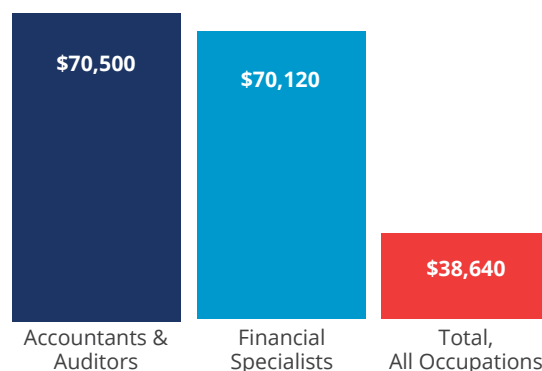
Day-to-day, CPAs perform a variety of tasks, including:

- ✓ Preparing and correcting financial records
- ✓ Preparing tax returns
- ✓ Aligning financial statements with state and federal laws
- ✓ Reporting findings to management
- ✓ Recommending ways to decrease costs and increase income
- ✓ Providing financial advice to private clients

HOW MUCH DO CPAs EARN?

The average accountant's salary in the U.S. is \$70,500, and if you hold the CPA certification, you are likely to make 10-15% more than a non-CPA.

Median annual wages, May 2018



CPAs ARE

ACCOUNTANTS WHO

SERVE AS TRUSTED

FINANCIAL ADVISORS.



WHERE DO CPAs WORK?

CPAs first decide whether to go into public accounting (firm) or private accounting (corporate), then generally follow one of four paths of expertise:

- ✓ Auditing / assurance
- ✓ Taxation
- ✓ IT audit / assurance
- ✓ Advisory

CPAs may work for different types of firms:

- ✓ The “Big Four” firms
- ✓ International firms
- ✓ Regional firms
- ✓ Local firms

HOW TO EARN THE CPA

To become a CPA, you must meet the requirements specified by the state board or the jurisdiction where you will become licensed to practice. Every state has “Four E’s” of qualification, which may vary by state, but generally include:

- ✓ **Education**
Earn at least 120 semester hours (bachelor’s degree equivalent) before sitting for the exam and 150 semester hours to become licensed.
- ✓ **Ethics**
Pass an ethics exam.
- ✓ **Exam**
All jurisdictions require you to pass the CPA Exam.
- ✓ **Experience**
Acquire at least 2 years of public accounting experience.

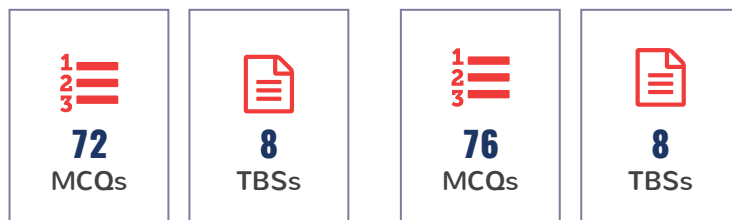
OVERVIEW OF THE CPA EXAM

The CPA Exam is created by The American Institute of Certified Public Accountants (AICPA) and administered by Prometric. State boards approve applications, and the National Association of State Boards of Accountancy (NASBA) assists the state boards with the application process.

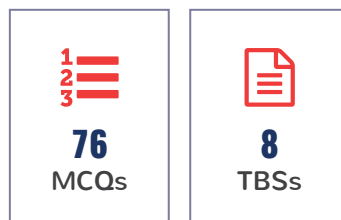
The CPA Exam is divided into four sections, each broken into five testlets. Each testlet consists of only one type of question, either multiple-choice (MCQ), task-based simulation (TBS), or written communication (WC). The four sections of the CPA Exam are Auditing and Attestation (AUD), Business Environment and Concepts (BEC), Financial Accounting and Reporting (FAR), and Regulation (REG).

CPA EXAM SECTIONS

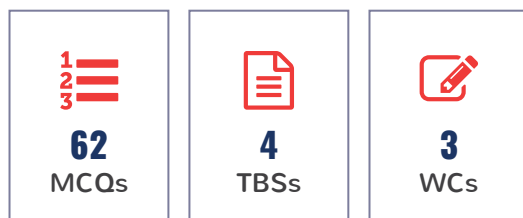
AUDITING AND ATTESTATION (AUD)



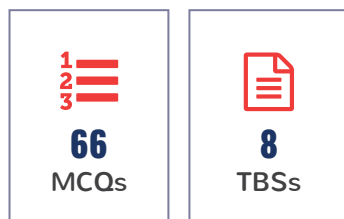
REGULATION (REG)



BUSINESS ENVIRONMENT AND CONCEPTS (BEC)



FINANCIAL ACCOUNTING AND REPORTING (FAR)



CPA EXAM SCORING

The CPA Exam is scored on a scale that ranges from 0-99. Candidates must receive a score of at least 75 to pass.



CPA EXAM TESTING WINDOWS

Q1	January 1 – March 10
Q2	April 1 – June 10
Q3	July 1 – September 10
Q4	October 1 – December 10

QUESTION TYPE/SCORE WEIGHT

	AUD/ FAR/ REG	BEC
Multiple-Choice	50%	50%
Task-Based Simulation	50%	35%
Written Communication	–	15%



For detailed information about becoming a CPA, including how to prepare, apply, and study for the CPA Exam, visit gleim.com/CPACareer



CERTIFIED MANAGEMENT ACCOUNTANT

WHAT IS A CMA?

Certified Management Accountants (CMAs) blend accounting practices with business acumen, and their designation is globally recognized. CMAs often work closely with upper management, and their knowledge, skills, and experience influence a company's direction. When equipped with meaningful financial data and analysis, a CMA functions as an important part of the management team.

WHAT DOES A CMA DO?

Day-to-day, CMAs perform a variety of tasks, including:

- ✓ Conducting internal reviews to improve budgeting and performance
- ✓ Assisting a company in selecting or managing investments
- ✓ Helping company owners make important decisions
- ✓ Performing cost and inventory management
- ✓ Mentoring and supervising accountants

HOW MUCH DO CMAs EARN?

The average Certified Management Accountant's base salary in the Americas is **\$102,500 (compared to \$65,000 globally)**. Depending on where they work, CMAs make up to 117% more than non-CMAs.



CMAs BLEND

ACCOUNTING

PRACTICES WITH

BUSINESS ACUMEN.

WHERE DO CMAs WORK?

CMAs work in private (corporate) settings as well as public firms, and they are particularly prevalent in global companies. CMAs can fill many different positions, but perform some common, specialized duties, including:

- ✓ Cost management
- ✓ Investment decisions
- ✓ Planning and budgeting
- ✓ Financial reporting
- ✓ Performance management

Industries where CMAs are often employed include:

- ✓ Manufacturing
- ✓ Medical and health
- ✓ Insurance and real estate
- ✓ Finance
- ✓ Communications and utilities

HOW TO EARN THE CMA

Unlike the CPA, the requirements for earning the CMA are uniform and do not vary by location. You must meet these requirements to earn CMA credentials:

- ✓ **Education**
Earn a bachelor's degree or related professional certification (may be subject to evaluation and approval).
- ✓ **Ethics**
Comply with the *IMA Statement of Ethical Professional Practice*.
- ✓ **Exam**
Pass the CMA exam.
- ✓ **Experience**
Acquire at least 2 years of professional experience in financial management and/or management accounting.



You can sit for the exam prior to graduating!




OVERVIEW OF THE CMA EXAM

The Institute of Certified Management Accountants (ICMA), the certification branch of IMA, is responsible for the development, administration, and grading of the CMA exam. The ICMA's Board of Regents oversees the exam, and both the Board and ICMA staff develop and update exam content.




CMA EXAM SECTIONS

The CMA exam consists of 2 parts, each 4 hours long with 100 multiple-choice questions and 2 essay scenarios.

PART 1: FINANCIAL PLANNING, PERFORMANCE, AND ANALYTICS*

 100 MCQs	 2 Essays	 4 HRS
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PART 2: STRATEGIC FINANCIAL MANAGEMENT*



 100 MCQs	 2 Essays	 4 HRS
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*Part 1 and Part 2 titles are effective with the new changes beginning January 1, 2020.

CMA EXAM TESTING WINDOWS

Window 1	January 1 – February 28
Window 2	May 1 – June 30
Window 3	September 1 – October 31

QUESTION TYPE/SCORE WEIGHT

	PART 1	PART 2
 Multiple-Choice	75%	75%
 Essays	25%	25%

CMA EXAM SCORING

The exam is scaled based on difficulty with scores ranging from 0-500. A score of at least 360 is required to pass, but a scaled score of 360 does not necessarily equal 72%. For example, a candidate may score a 68% on a more difficult exam but still earn 360 points when scaled.



For detailed information about becoming a CMA, including how to prepare, apply, and study for the CMA exam, visit [gleim.com/CMACareer](https://www.gleim.com/CMACareer)

CERTIFIED INTERNAL AUDITOR

WHAT IS A CIA?

Certified Internal Auditors (CIAs) are the globally recognized professionals in internal audit and compliance for government agencies, financial institutions, and corporations. Specifically, CIAs review financial records to look for deficiencies in internal controls. It is important to note that what distinguishes CIAs from other designations with auditing skills is a more specially-focused auditing skillset.

WHAT DOES A CIA DO?

CIAs typically spend most of their time focusing on:

- ✓ Auditing financial reports
- ✓ Analyzing operations
- ✓ Recommending controls
- ✓ Theft, loss, and fraud prevention

HOW MUCH DO CIAs EARN?

The average Certified Internal Auditor base salary is \$60,000, and CIAs make 10 to 15% more than non-certified auditors.

WHERE DO CIAs WORK?

CIAs work both in public and private industries. CIAs can specialize as internal auditors but can also hold positions such as:

- ✓ Audit manager
- ✓ Compliance auditor
- ✓ Investigative auditor
- ✓ IT auditor



**CIAs ARE
GLOBALLY RECOGNIZED
PROFESSIONALS IN
INTERNAL AUDIT AND
COMPLIANCE.**



HOW TO EARN THE CIA

Accountants earn the CIA by meeting these requirements:

✓ Education

- For candidates *within* North America, an associate's degree or higher is required.
- For candidates *outside* of North America, a 3 or 4-year degree or three A-level certificates are required.
- Candidates without post-secondary education must have 7 years of verified experience in internal auditing (subject to approval).

✓ Ethics

- Exhibit high moral and professional character and agree to abide by The IIA's Code of Ethics.
- Submit a Character Reference Form signed by an IIA-certified professional, supervisor, or professor.

✓ Exam

- Pass all 3 parts of the CIA exam.

✓ Experience

- 12 months work experience (with a master's degree or equivalent)
- 24 months (with a bachelor's degree or equivalent)
- 60 months (with an associate's degree, A-level certificates, or equivalent)

 **You can sit for the exam prior to graduating!**

OVERVIEW OF THE CIA EXAM

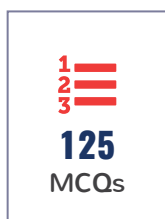
The CIA exam is created by The IIA's Professional Certification Department, which is made up of the Professional Certifications Board (PCB) and the Exam Development Committee (EDC). The exam is divided into three parts and consists of only multiple-choice questions (MCQs).

CIA EXAM SECTIONS

PART 1: ESSENTIALS OF INTERNAL AUDITING



2.5 HRS



125
MCQs

PART 2: PRACTICE OF INTERNAL AUDITING



2 HRS



100
MCQs

PART 3: BUSINESS KNOWLEDGE FOR INTERNAL AUDITING



2 HRS



100
MCQs

CIA EXAM TESTING WINDOWS

Continuously Open

The CIA exam can be taken at any time during the year.

QUESTION TYPE/SCORE WEIGHT



Multiple-Choice

100% of all parts of the exam

CIA EXAM SCORING

The exam is scored on a scale ranging from 250-750. A scaled score of at least 600 is required to pass.



For detailed information about becoming a CIA, including how to prepare, apply, and study for the CIA exam, visit [gleim.com/CIACareer](https://www.gleim.com/CIACareer)

ENROLLED AGENT

WHAT IS AN EA?

An Enrolled Agent (EA) is a tax professional or preparer who has earned the right to represent taxpayers before the IRS. Like CPAs and attorneys, EAs have unlimited practice rights and are not restricted in terms of the taxpayers they may represent, tax matters they may handle, or the IRS offices before which they may represent clients.

WHAT DOES AN EA DO?

In addition to taxpayer representation, Enrolled Agents typically provide tax consultation and prepare a variety of federal and state tax returns.

HOW MUCH DO EAs EARN?

The average salary for an Enrolled Agent is about \$48,500, which is about 15% more than that of a non-EA tax preparer.

WHERE DO EAs WORK?

EAs are typically either self-employed or employed with tax preparation firms but are also sought by Big 4 and public firms as tax professionals.

HOW TO EARN THE EA

EAs must earn their credentials by meeting these requirements:

✓ Education

There are no specific education or experience requirements for the EA exam, but candidates should be proficient in answering income tax accounting questions.

✓ Exam

Pass all 3 parts of the EA exam.

✓ Ethics

Pass a suitability check, including both a tax compliance check and criminal background check. Complete 2 hours of ethics as part of an EA's continuing education each year after passing the exam.

✓ Experience

N/A (see Education requirements).

 You can sit for the exam prior to graduating!



**AN EA IS A TAX
PROFESSIONAL
WITH UNLIMITED IRS
REPRESENTATION RIGHTS.**

OVERVIEW OF THE EA EXAM

The Enrolled Agent Exam, or Special Enrollment Exam (SEE), has been administered by the IRS since 1959. The IRS contracts with Prometric to develop and administer the EA exam.

The EA exam is divided into three parts, each 3.5 hours in length and consisting of only multiple-choice questions (MCQs).

EA EXAM SECTIONS

PART 1: INDIVIDUALS

PART 2: BUSINESSES

PART 3: REPRESENTATION, PRACTICES AND PROCEDURES



3.5 HRS

1
2
3

100
MCQs

15
Experimental
Questions

EA EXAM TESTING WINDOWS

1 Window Only

May 1 – February 28

QUESTION TYPE/SCORE WEIGHT

 Multiple-Choice

100% of all parts of the exam

EA EXAM SCORING

The EA exam is scored on a scale ranging from 40 to 130. The IRS sets the scaled passing score at 105 or about 80%.



For detailed information about becoming an EA, including how to prepare, apply, and study for the EA exam, visit [gleim.com/EACareer](https://www.gleim.com/EACareer)

GLEIM HELPS YOU GET FROM COLLEGE TO CAREER AND BEYOND!

ACCOUNTING STUDY AIDS

Exam Questions and Explanations (EQE)

Gleim offers supplemental study materials (book and online) that cover major topics found within accounting courses and cross-reference easily with major textbooks. These affordable aids provide a bank of test questions that will help you improve your classroom grades and prepare you for certification-level questions. They are:

- ✓ Auditing & Systems
- ✓ Financial Accounting
- ✓ Business Law & Legal Studies
- ✓ Cost/Managerial Accounting
- ✓ Federal Tax

For more info, visit [gleim.com/EQESeries](https://www.gleim.com/EQESeries).

Basic Accounting Videos (BAV)

This video series will help you prepare for your college classes by giving you tutorials on topics like PP&E, inventories, and statements of cash flows.

To watch these videos, visit [gleim.com/AccountingVideos](https://www.gleim.com/AccountingVideos).

EXAM PREP

Gleim offers the most comprehensive and reliable exam review courses for CPA, CMA, CIA, and EA. If you want to pass with confidence on the first try, we can help. For those of you with job offers or who are already working, ask your company to get Gleim for you!





CAMPUS REP PROGRAM

As a student brand ambassador, you can be an advocate for the accounting profession, network with peers and professors, learn—and teach others—about the certification process, and earn a free exam review course!



My favorite part of the program is getting to meet and interact with other accounting students. I value getting to provide information while building relationships.

– **Austin Wilder**, Gleim Campus Rep,
Louisiana State University

For more info, visit gleim.com/CampusRep.

SCHOLARSHIPS AND DISCOUNTS

You may be eligible for Gleim-sponsored scholarships or special student discounts through your college or local accounting clubs and organizations! Contact your professor or club sponsor.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Once you're certified, you'll need to maintain your continuing professional education requirements each year. We've got you covered!



WHAT MAKES GLEIM EXAM PREP SO EFFECTIVE?

The Gleim Review System is designed to help students pass their exams with confidence on the first try. Our courses equip you with Dr. Gleim's proven study method as well as core components that ensure exam success, including:



100% COMPREHENSIVE COVERAGE

The most realistic bank of exam-quality practice questions and total coverage of exam topics completely prepare you for exam day.



SMARTADAPT™ TECHNOLOGY

Our adaptive platform creates a personalized learning path that helps you focus on improving weaknesses while maintaining your strengths.



GLEIM INSTRUCT VIDEOS

Expert-led videos walk you through answering questions and cover the most difficult topics.



ACCESS UNTIL YOU PASS®

We guarantee you have up-to-date materials while you study and pass at your own pace.

TRY THE MOST REALISTIC EXAM PRACTICE QUESTIONS AVAILABLE



FREE CPA EXAM PRACTICE QUESTIONS

[gleim.com/CPAQuestions](https://www.gleim.com/CPAQuestions)



FREE CIA EXAM PRACTICE QUESTIONS

[gleim.com/CIAQuestions](https://www.gleim.com/CIAQuestions)



FREE CMA EXAM PRACTICE QUESTIONS

[gleim.com/CMAQuestions](https://www.gleim.com/CMAQuestions)



FREE EA EXAM PRACTICE QUESTIONS

[gleim.com/EAQuestions](https://www.gleim.com/EAQuestions)

VISIT OUR ONLINE ACCOUNTING CAREERS CENTER

There's a lot more to know about careers in accounting. If you would like to know more about salaries, dual certification, and more, be sure to visit our Accounting Careers Center. We provide all the information you need to start or continue planning your path to certification and beyond!

Start exploring at [gleim.com/AccountingCareers](https://www.gleim.com/AccountingCareers).

GLEIM[®] EXAM PREP

CPA | CMA | CIA | EA

JOIN THE **MILLIONS**

———— WHO HAVE ————

SUCCEEDED

✦ ✦ USING GLEIM ✦ ✦



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