



## *Major to Career Guide*

# Finance

Major: Business Administration      Emphasis: Finance

Degree: Bachelor of Science

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### *Introduction*

Finance is a major field in the area of business which involves the study of how money is stored, protected, received, distributed and generally managed. Examining cash flows and trying to assess future economic status is also part of this field. Finance is a broad area and tends to overlap into a number of more specialized fields, such as securities and insurance.

Financial managers direct the financial affairs of a company. They prepare financial analyses and establish major economic objectives and policies for the company. They prepare reports which outline the company's financial position in the areas of expenses, earning and income base on past, present, and future operations. They advise management on operational adjustments due to tax revisions and about insurance coverage for protection against property losses and potential liabilities. They prepare budgets, financial forecasts and governmental reports.

Financial analysts are concerned with the data which affects the investment programs of public, industrial and financial stock reports. They also analyze and interpret data about all aspects of investment such as yield, stability, and short and long-term trends.

Specialty areas within finance include: corporate finance, portfolio management, working capital management, corporate real estate and insurance, corporate taxes, general accounting, and banking and financial institutions.

### *What are some of the job tasks?*

- Advise management
- Analyze and interpret financial data
- Design and implement accounting procedures
- Design and utilize charts
- Establish economic objectives and policies
- Keep informed regarding social and economic trends
- Perform audits
- Prepare budgets
- Prepare financial analyses and reports

### *What are some desirable personal qualities?*

- An interest and ability in mathematics and statistical procedures
- Good judgment
- A logical mind
- Good concentration
- An ability to communicate clearly, both verbally and in writing
- Decision-making skills in uncertainty

### *What are some potential occupations?*

Banking Analyst  
Banking Officer  
Capital Budgeter  
Consultant  
Credit Manager  
Financial Analyst  
Financial Planner  
General Accountant  
Income Tax Compliance Officer  
Loan Analyst  
Mortgage Analyst  
Portfolio Analyst  
Project Finance Manager  
Securities Analyst  
Securities Broker

## *Additional information*

Experience acquired through internships or cooperative education programs can prove valuable in obtaining full-time positions.

Although experience, ability, and leadership are emphasized for promotion, advancement may be accelerated by special study.

Knowledge of computer technology and data processing equipment is vital to upgrade managerial skills and to enhance advancement opportunities

## *Who hires?*

Accounting Firms  
Banks  
Colleges/Universities  
Credit Institutions  
Finance Companies  
Government Agencies  
Hospitals  
Industries/Corporations  
Insurance Companies  
Investment Firms  
Savings and Loan Associations  
State/Local Grant Agencies

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