

How to Use This Book

Career Moves contains occupations projected to be in demand in Massachusetts through 2016. The occupations are divided into eight groups of related jobs. Each individual job has sections on job description, current and future job openings, education and training requirements, wages and salaries, reasons why the jobs are growing, industries where the jobs are found, and potential career paths.

This chapter contains a short explanation about each section and how to use it in your job search. Read through this chapter carefully. If you have any questions, please call the Division of Career Services at (617) 626-5744.

Occupational Group

This line identifies the occupational group that contains the related jobs.

The Job Title

Jobs are arranged alphabetically within each occupational group. Each job was selected for inclusion in this book based on expected growth rates and/or the projected number of openings.

The paragraph below the job title describes the nature of the work. It gives a brief description of some of the job's activities and responsibilities, and should help you evaluate whether or not you are interested in the job.

Education and Training Requirements

Appearing next to each job is a symbol denoting how much education or training people are required to have in the job. An open text book denotes a high school diploma and in some cases short-term on-the-job training. A scroll diploma signifies jobs that require specialized training or an associate's degree. A graduation cap identifies jobs requiring a bachelor's degree or higher and in some cases advanced training.

Wages and Salaries

How much workers generally earn in the occupation is listed on this line. What you earn depends on factors such as experience, the level of responsibility and the industry and geographic location of the job. There are many different ways to be paid for a job. Some companies pay workers by the hour. Other workers receive annual salary, paid at weekly, bi-weekly or monthly intervals. Some workers are also paid by commissions, bonuses, or company stock offerings, based on a percentage of how much they sell or produce.


The wages listed for each occupation in Career Moves are 2008 mean (average) hourly or annual earnings of wage and salary workers in Massachusetts. The wages are from the Occupational Employment Statistics Survey, a program the Division of Unemployment Assistance (DUA) conducts with the U.S. Bureau of Labor Statistics.

High Demand, High Wage, High Skilled Job

This symbol identifies the High Demand, High Wage, High Skilled Occupations.

22 Business and Administration

Business and Administration

Accountants and Auditors 

Accountants and auditors provide firms and individuals with financial information key to making sound business decisions. They analyze and review revenues, expenses, taxes and other liabilities and prepare financial reports. They may also evaluate company operations to improve their effectiveness and comply with government regulations and corporate policies. Some accountants specialize in taxes, budgeting or cost accounting, or design accounting systems to monitor and control costs and funds.


Factors Driving the Job Growth
Demand for accountants and auditors is expected to grow faster than the average for all occupations through 2016. Corporations will continue to place emphasis on developing, improving and maintaining up-to-date financial records to facilitate business decisions and make operations more efficient. Nevertheless, competition is expected to be keen for jobs with major accounting and business firms.

Where Jobs are Currently Found
Accounting, Tax Preparation, Bookkeeping, and Payroll Services (20%)
Finance and Insurance (15%)
Self Employed (9%)
Manufacturing (8%)
Trucks, Transportation, & Utilities (8%)
Government (6%)
Management of Companies & Enterprises (5%)
Educational Services (4%)
Health Care & Social Assistance (4%)

Wages and Salaries
Mean Annual Earnings: \$68,350

Education and Training Requirements
Most firms require at least a bachelor's degree in accounting or a related field. Some employers prefer a master's degree in accounting or business administration with a concentration in accounting and internal auditing. Familiarity with computers and related accounting software is also preferred.

Career Paths
As accountants and auditors become more experienced they may become senior accountants, supervisors or partners in the firms. Some may become the company's controller or financial manager. Other workers who use accounting principles in their work include underwriters, securities sales workers, and purchasing agents.

High Demand, High Wage, High Skilled Job 

Growth Rate: 12.2%
Current Jobs: 35,460
Job Change: 4,330
Replacement Job Openings: 6,240

Growth Rate

The percentage of projected new openings due to increases in demand for people to fill the job is represented by this number. Most jobs in this book have a growth rate above or near the projected 6.3 percent statewide average.

Current Jobs

This is the number of jobs currently available in the occupation.

Job Change

The net difference in jobs between the base year 2006 and the projected year 2016 is in this section. It is important to differentiate the projected rate of job growth from the number of new jobs. An occupation may be projected to grow rapidly, but provide few new jobs. On the other hand, an occupation may provide a sizable number of new jobs but have a slow growth rate.

Projected Replacement Job Openings

The number of replacement job openings is in this section. These openings result from people leaving occupations, and are created by retirements, promotions, transfers, disabilities, and other turnover. Replacement needs are an important source of job opportunities, and in many cases exceed openings due to growth.

Factors Driving the Growth

Some of the reasons for the expected increase in jobs are discussed in this section. These reasons include changes in technology and business practices, trends in laws and government regulations, and increases in research and development expenditures.

Where Jobs are Currently Found

This section shows the different industries where workers who hold this job are employed. It also tells you what percentages of these jobs are found in each industry. This will give you an indication of whether employment is concentrated in a few industries, or distributed across many different industries. It will also show you the various work environments associated with a particular job, to help you decide which environment you prefer.

Education and Training Requirements

Information on the amount of education or training needed for the job is in this section. In some occupations a college or graduate degree, and/or specific experience is required. Many jobs require specific training, and in some cases, training is available on-the-job. A few occupations require no particular training or experience beyond high school. This section shows you what employers prefer when hiring for the position, and can guide your future education and training plans.


Career Paths

What other kinds of jobs make use of the same type of skills as this job? This section tells you what might be a typical "stepping stone" occupation to consider after several years of employment in one job.

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Business and Administration

Accountants and Auditors

 **High Demand High Growth**

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