

Industry/Manufacturing Sector

Entry Level

Small Organization

- Bookkeeping
- Clerical duties
- Data entry
- Transaction processing
- General/junior-level accounting

Large Organization

- Data entry
- Inventory
- Invoices, payables, receivables
- Payroll and coding

Intermediate Level

Small Organization

- Senior-level accounting
- Business analysis
- Prepare and review statements
- Manage investment portfolio
- Supervise and manage employees
- System implementation
- Review policies & procedures

Large Organization

- Management accounting
- Price and market analysis
- Business and process analysis
- Re-engineering and restructuring
- Internal auditing
- Financial analysis
- Process or project cost models

Early Professional Level

Small Organization

- Project leader
- Senior business analyst
- Responsible for financial operations, financial systems, and financial planning
- Liaise with senior auditors

Large Organization

- Senior-level accounting
- Budget analysis
- Strategic planning analysis
- Senior policy analysis
- Re-engineering and restructuring
- Internal auditing and marketing models