

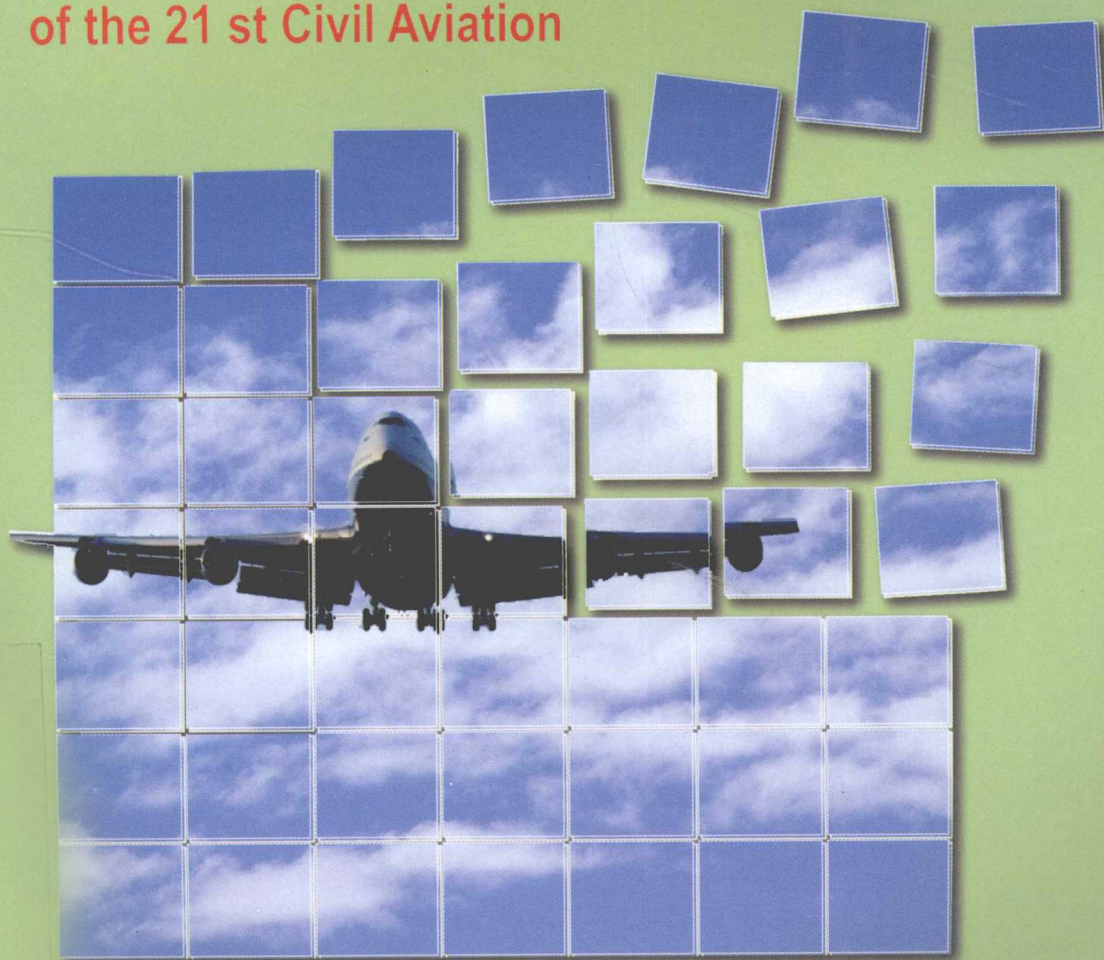
21 世纪民航高等教育系列教材

English for Air-Transport Accounting

民航运输会计英语

朱 沛 主编

Textbook Series of the Higher Education
of the 21 st Civil Aviation



兵器工业出版社

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内 容 简 介

本书共包括 14 课内容, 每课包括 A、B 两篇文章。每课的内容有相近性和连贯性, 或是在 A 篇中涉及的基本会计理论, B 篇针对航空运输业做出相应介绍。书中内容包括了财务会计、预算会计、成本会计、管理会计的基本理论与主要实务。为了便于教学和帮助读者学习和掌握专业词汇, 本书在每篇课文之后列出了专业词汇与词组, 并附有单词练习。此外, 练习题中包括问答题、翻译练习和讨论题等项内容, 以利于使用者检查学习效果。

本书具有一定的深度与广度, 既可作为大专院校会计专业和民航运输专业学生的专业英语教材, 也可用做相关专业学生的学习参考书, 对广大从事相关专业的人员也具有一定的学术价值和参考价值。

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前 言

随着国际经济一体化进程的加快和我国加入 WTO, 国内会计已步入与国际会计通用惯例相协调的轨道。为了使高等院校相关专业的学生以及广大会计实务工作者掌握好西方会计的专业知识, 加强英语语言与会计专业之间的整体联系, 达到能够熟练阅读英文会计文献和使用英语处理会计工作的目的, 我们编写了这部教材。

本书共包括 14 课内容, 每课包括 A、B 两篇文章。每课的内容有相近性和连贯性, 或是在 A 篇中涉及的基本会计理论, B 篇针对航空运输业做出相应介绍。书中内容包括了财务会计、预算会计、成本会计、管理会计的基本理论与主要实务。为了便于教学和帮助读者学习和掌握专业词汇, 本书在每篇课文之后列出了专业词汇与词组, 并附有单词练习。此外, 练习题中包括问答题、翻译练习和讨论题等内容, 以利于使用者检查学习效果。

书中的文章主要选自于国外一些著名院校的经典教材、报刊及相关著作。其内容丰富, 语言简练, 兼顾了英语学习与专业学习的基本特点, 是广大读者学习会计英语语言和西方会计专业知识的一部较为理想的会计英语教材。本书不仅适合我国大专院校会计专业学生学习使用, 也可以作为财经、商业等其他院校专业的学生选修和从事财会工作的人员自修的教材。

中国民航学院管理学院朱沛教授担任本书主编。本书由中国民航学院管理学院朱沛、彭语冰、晁春余、任新惠和中国民航学院人文学院迟欣共同编写。其中第 1 课、第 12 课和第 13 课由朱沛编写, 第 2、3 课和第 14 课由迟欣编写, 第 4~8 课由晁春余编写, 第 9、10 课由任新惠编写, 第 11 课由彭语冰编写。此外, 本书在编写过程中还得到了天津财经大学王友明教授、管理学院章连标、都业富教授等专家和教授的大力帮助和支持, 在此一并表示感谢。

相信本书能在提高会计英语阅读水平、建立会计英语专业词汇、系统了解会计知识和开阔会计视野等方面对读者有所帮助。

由于时间仓促和水平所限, 错漏之处难免, 恳请读者指正。

编 者

2005 年 5 月

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LESSON 1

TEXT A

ACCOUNTING INFORMATION

THE PURPOSE OF ACCOUNTING

Making good decisions is critical for success in any business enterprise. When an important decision must be made, it is essential to use a rational decision-making process. The process is basically the same no matter how complex the issue. First, the problem or question must be clearly identified. Next, the facts surrounding the situation must be gathered and analyzed. Finally, several alternative courses of action should be considered before a decision is reached.

An economic, or financial, decision involves making the best allocation of available resources. For example, assume that you have \$ 5,000 to invest. What factors would you consider in deciding among the alternative investment choices? One choice might be tuition, books, and other expenses for additional education. Another choice might be new clothes or a newer car. Still another choice might be to invest in a certificate of deposit (CD) at a bank where you could earn a return (called interest) on your investment. Obviously, your choice will depend on many factors, such as the specific alternatives available, current needs, long-term plans, other available resources, and the potential risks and rewards associated with each investment opportunity. Businesses and other organizations must weigh these same factors when making decisions.

Accounting plays a vital role in providing information needed to make knowledgeable financial decisions. The information supplied by accounting is in the form of quantitative data, primarily financial in nature, and relates to specific economic entities.¹ An economic entity may be an individual, a business enterprise, or a non-profit organization. A business, such as a grocery store or a car dealership, is operated with the objective of making a profit for its owners. The goal of a non-profit organization, such as a city government or a university, is to provide services in an effective and efficient manner. Every entity, regardless of its size or purpose, must have a way to keep track of its economic activities and to measure how well it is accomplishing its goals. Accounting provides the means for tracking activities and measuring results.

Without accounting information, many important financial decisions would be made blindly. Investors, for example, would have no way to distinguish between a profitable company and one that is on the verge of failure; bankers could not evaluate the riskiness of potential loans; corporate managers would have no basis for controlling costs, setting prices, or investing the company's

resources; and governments would have no basis for taxing income.² No list of examples could fully represent the pervasive use of accounting information throughout our economic, social, and political institutions. When accounting information is used effectively as a basis for making economic decisions, limited resources are more likely to be allocated efficiently. From a broad perspective, the result is a healthier economy and a higher standard of living.

Thus, accounting is a service activity designed to accumulate, measure, and communicate financial information to various decision makers, such as investors, creditors, and managers. Accounting involves a system of concepts and procedures that organizes and summarizes an entity's economic activities.

THE RELATIONSHIP OF ACCOUNTING TO BUSINESS

Business is the general term applied to the activities involved in the production and distribution of goods and services. Accounting is used to record and report the financial effects of business activities. As a result, accounting is often called the “language of business”—it provides the means of recording and communicating the successes and failures of business organizations.

All business enterprises have some activities in common. One common activity is the acquisition of monetary resources. These resources, often referred to as “capital,” come from investors (owners) and creditors (lenders), and from the business itself in the form of earnings that have been retained. Once resources are obtained, they are used to buy land, buildings, and equipment; to purchase materials and supplies; to pay employees; and to meet any other expenses involved in the production and marketing of goods or services. When the product or service is sold, additional monetary resources (called “revenues”) are generated. These resources can be used to pay off loans, to pay taxes, and to buy new materials, equipment, and other items needed to continue the operations of the business. In addition, some of the resources may be distributed to owners as a return on their investment.

Accountants measure and communicate (report) the results of these activities. In order to measure these results as accurately as possible, accountants follow a fairly standard set of procedures, usually referred to as the accounting cycle.³ The cycle includes several steps, which involve analyzing, recording, classifying, summarizing, and reporting accounting data.

USERS OF ACCOUNTING INFORMATION

The accounting cycle generates output in the form of financial reports. There are two major categories of reports: internal and external. Internal reports are used by those who direct the day-to-day operations of a business enterprise. These individuals are collectively referred to as “management,” and the related area of accounting is called management accounting. Management accounting focuses on the information needed for planning, implementing plans, and controlling costs. Typical decisions made using managerial accounting information relate to, for example,

whether to produce a product internally or purchase it from an outside supplier, what prices to charge, and which costs seem excessive.⁴ Consider those companies that produce computers. Most computers are shipped with a disk operating system (DOS) already installed. Approximately 80% of computers have Microsoft's version of DOS (MS-DOS) pre-installed. The computer makers must decide whether to develop their own version of DOS or pay Microsoft a licensing fee to use MS-DOS. Most computer manufacturers have determined it is cost effective to license from Microsoft. Companies such as Sears and Radio Shack often use products produced by outside suppliers rather than manufacture the products themselves. The products are then labeled with the "Kenmore" or "Realistic" brand names and sold to customers. These are just two examples of decisions that must be made by management given available financial information.

External financial reports, included in the firm's annual report, are used by individuals and organizations who have an economic interest in the business but who are not part of its management.⁵ Information is provided to these "external users" in the form of general-purpose financial statements and special reports required by government agencies. Examples of external users include current and prospective investors in the company's stock, creditors (i. e., those who have loaned the company money), government agencies, and labor unions. These and other external users rely on information provided by a company in order to make informed decisions.

General-purpose financial statements are prepared primarily to meet the needs of investors, creditors, and other similar users of accounting information. These users need to answer such questions as: Which company in an industry is likely to provide the best investment opportunity? Should a company's stock be held or sold? Should a loan be made to a company and for how much? In addition to general-purpose financial statements, other external reports are prepared as required by various regulatory agencies of the government, one of the most notable being the Securities and Exchange Commission (SEC). Further, income tax returns and other tax reports are supplied to the Internal Revenue Service (IRS) and state and local taxing authorities.

External financial reports come within the area of accounting referred to as financial accounting. Most of the data needed to prepare both internal and external reports is provided by the same accounting system. A major difference between management and financial accounting is the types of financial reports prepared. Internal reports are tailored to meet the needs of management and may vary considerably among businesses. General-purpose financial statements and other external reports, however, follow certain standards or guidelines and are thus more uniform among companies.

New Words

critical <i>adj.</i>	关键性的, 决定性的
enterprise <i>n.</i>	企业
rational <i>adj.</i>	理性的
identify <i>v.</i>	识别
allocation <i>n.</i>	分配
allocate <i>v.</i>	
deposit <i>n.</i>	存款, 押金, 保证金
weigh <i>v.</i>	估量, 盘算
quantitative <i>adj.</i>	数量的, 定量的
entity <i>n.</i>	实体
dealership <i>n.</i>	代理权, 经销权
owner <i>n.</i>	所有者, 业主
investor <i>n.</i>	投资人
evaluate <i>v.</i>	评价, 估计
pervasive <i>adj.</i>	普遍的, 普遍深入的
institution <i>n.</i>	机构, 制度
perspective <i>n.</i>	远景, 前途, 观点
creditor <i>n.</i>	债权人
manager <i>n.</i>	管理者, 经理
procedure <i>n.</i>	程序
distribution <i>n.</i>	销售, 提供, 分配
distribute <i>v.</i>	
capital <i>n.</i>	资本
earnings <i>n.</i>	收益
obtain <i>v.</i>	获得
monetary <i>adj.</i>	货币的, 金钱的
revenue <i>n.</i>	国家的收入, 税收
generate <i>v.</i>	产生, 发生
category <i>n.</i>	种类
internal <i>adj.</i>	内部的
external <i>adj.</i>	外部的
purchase <i>v.</i>	购买, 采购
implement <i>v.</i>	贯彻, 实现, 执行
supplier <i>n.</i>	供应商
install <i>v.</i>	安装

manufacture <i>v.</i>	生产
license <i>v.</i>	准许, 发给执照, 批准
label <i>v.</i>	贴标签, 标明
prospective <i>adj.</i>	预期的
stock <i>n.</i>	股票
regulatory <i>adj.</i>	规章的, 制订规章的
league <i>n.</i>	联盟, 联合会
negotiation <i>n.</i>	谈判
restrict <i>v.</i>	限制, 约束, 限定
monitor <i>v.</i>	监察
safeguard <i>v. / n.</i>	维护, 保护, 捍卫
tailor <i>v.</i>	制作, 剪裁

Phrases and Expressions

reach a decision	做出决定
non-profit organization	非盈利性组织
keep track of	纪录
on the verge of	在……边缘
day-to-day operation	日常经营
accounting cycle	会计循环
management accounting	管理会计
annual report	年度报告
external user	外部信息使用者
general purpose financial statement	通用财务报表
Securities and Exchange Commission (SEC)	证券交易委员会
break down	中止, 停顿
Internal Revenue Service (IRS)	国内收入署
financial accounting	财务会计
Federal Depositor's Insurance Corporation (FDIC)	联邦存款保险公司

Notes

1. The information supplied by accounting is in the form of quantitative data, primarily financial in nature, and relates to specific economic entities.

① 本句主句为“The information is in the form of quantitative data and relates to specific economic entities.”。其中“supplied by accounting”是-ed 分词短语做定语, 修饰

“information”。

②“primarily financial in nature”修饰“data”。

2. Investors, for example, would have no way to distinguish between a profitable company and one that is on the verge of failure; bankers could not evaluate the riskiness of potential loans; corporate managers would have no basis for controlling costs, setting prices, or investing the company's resources; and governments would have no basis for taxing income.

① 本句由四个分句组成, 主语分别是“investors”, “bankers”, “corporate managers”和“governments”。

② 第一个分句中“for example”是插入语, “one”指代“company”; “on the verge of failure”意思是“破产的边缘”。

③ 第三个分句中, “controlling costs”, “setting prices”和“investing the company's resources”做介词“for”的宾语, “setting prices”意思是“定价”。

3. In order to measure these results as accurately as possible, accountants follow a fairly standard set of procedures, usually referred to as the accounting cycle.

本句中“usually referred to as the accounting cycle”是-ed 分词短语做定语, 修饰“procedures”。

4. Typical decisions made using managerial accounting information relate to, for example, whether to produce a product internally or purchase it from an outside supplier, what prices to charge, and which costs seem excessive.

① 本句中的谓语动词是“made”, “relate to”做“made”的宾语补足语。

② “to produce a product internally or purchase it from an outside supplier”, “what prices to charge”及“which costs seem excessive”做介词“(relate) to”的宾语; “for example”是插入语。

5. External financial reports, included in the firm's annual report, are used by individuals and organizations who have an economic interest in the business but who are not part of its management.

① 本句主句是“External financial reports are used by individuals and organizations.”。

② “included in the firm's annual report”是“reports”的定语。

③ “who have an economic interest in the business but who are not part of its management”是两个定语从句, 修饰“individuals and organizations”; “but”是转折连词。

Exercises

一、Answer the following questions

1. How does accounting provide a benefit to society?
2. What are the essential elements in decision making? And where does accounting fit into the process?
3. What types of personal decisions have required you to use accounting information?
4. What does the term business mean to you?
5. If you were a banker considering a loan application, why would you need accounting information?
6. In what ways are the needs of internal and external users of accounting information the same? In what ways are they different?

二、Spell the words with the help of their definitions

1. _____ An organization operated with the objective of making a profit from the sale of goods or services.
2. _____ An entity without a profit objective, oriented toward providing services efficiently and effectively.
3. _____ A service activity designed to accumulate, measure, and communicate financial information about economic entities for decision-making purposes.
4. _____ The procedures for analyzing, recording, classifying, summarizing, and reporting accounting data.
5. _____ The area of accounting concerned with providing internal financial reports to assist management in making decisions.
6. _____ A document that summarizes the results of operations and financial status of a company for the past year and outlines management's plans for the future.
7. _____ Reports summarizing the financial status and results of operations of business entities, which included the balance sheet, the income statement, and the statement of cash flows. Notes are included as the part of them for explanatory purpose.
8. _____ The area of accounting concerned with reporting financial information to interested external parties.

三、Put the following phrases and expressions into English

会计 会计循环 年度报告 经营活动 财务会计 财务报表 管理会计
非盈利性组织

四、Put the following sentences into Chinese

1. Accounting plays a vital role in providing information needed to make knowledgeable financial

decisions.

2. When accounting information is used effectively as a basis for making economic decisions, limited resources are more likely to be allocated efficiently. From a broad perspective, the result is a healthier economy and a higher standard of living.
3. Accounting is a service activity designed to accumulate, measure, and communicate financial information to various decision makers, such as investors, creditors, and managers.
4. Financial accounting focuses on reporting financial information to interested external parties.

五、Discussion

1. Identity the primary users of accounting information.
2. As you begin the study of accounting, what ideas do you have about its role and importance in the business world? Be specific by discussing your views of accounting in relation to marketing, finance, economics, and management.

TEXT B

THE FIELD OF ACCOUNTING

Accounting frequently offers the qualified person an opportunity to move ahead quickly in today's business world. Indeed, many of the heads of large corporations throughout the world have advanced to their positions from the accounting department. In industry, management, government, and business, accountants generally start near the top rather than near the bottom of the organization chart. Management relies on the expert knowledge and experience of accountants to cope with the increasingly complex problems of taxes and cash flow.

Accounting is a basic and vital element in every modern business. It records the past growth or decline of the business. Careful analysis of these results and trends may suggest the ways in which the business may grow in the future. Expansion or reorganization should not be planned without the proper analysis of the accounting information; and new products and the campaigns to advertise and sell them should not be launched without the help of accounting expertise.

Accounting is one of the fastest growing fields in the modern business world. Every new store, school, restaurant, or filling station-indeed, any new enterprise of any kind increases the demand for accountants. Consequently, the demand for competent accountants is generally much greater than the supply. Government officials often have a legal background; similarly, the men and women in management often have a background in accounting. They are usually familiar with the methodology of finance and the fundamentals of fiscal and business administration.

Earlier accounting procedures were simple in comparison with modern methods. The simple bookkeeping procedures of a hundred years ago have been replaced in many cases by the data-processing computer. The control of the fiscal affairs of an organization must be as scientific as possible in order to be effective.

In the past, a bookkeeper kept the books of accounts for an organization; the present-day accountant's job developed from the bookkeeper's job. Today, a sharp distinction is made between the relatively unchanged work performed by a bookkeeper and the more sophisticated duties of the accountant.¹ The bookkeeper simply enters data in financial record books; the accountant must understand the entire system of records so that he or she can analyze and interpret business transactions. To explain the difference briefly, the accountant sets up a bookkeeping system and interprets the data in it, whereas the book keeper performs the routine work of recording figures in the books. Because interpretation of the figures is such an important part of the accountant's function, accounting has often been described as an art.

The field of accounting is divided into three broad divisions: public, private, and

governmental. A certified public accountant, or CPA, as the term is usually abbreviated, must pass a series of examinations, after which he or she receives a certificate. In the United States, the certification examinations are prepared and administered by the American Institute of Certified Public Accountants. The various states or other major governmental jurisdictions set additional qualifications for residence, experience, and so on. The British equivalent of a CPA is called a chartered accountant.

CPAs can offer their services to the public on an individual consultant basis for which they receive a fee.² In this respect and many others, they are similar to doctors or lawyers. Like them, CPAs may be self-employed or partners in a firm; or they may be employed by an accounting firm. Some CPAs perform work for corporations or government offices and receive a salary like other members of management. Nevertheless, they are still considered to be accountants. It is not necessary to have a certificate in order to practice accounting. Junior employees in large firms, for example, are often acquiring sufficient experience to take the examinations.

Public accounting consists largely of auditing and tax services. An audit is a review of the financial records of an organization. It is usually performed at fixed intervals of time—perhaps quarterly, semiannually, or annually. And as the tax laws have grown increasingly complex, not only corporations but also individuals have had to utilize the services of accountants in preparing their tax forms and calculating their tax liability. Business enterprises, government agencies, and non-profit organizations all employ public accountants either regularly or on a part-time basis.

Many accountants work in government offices or for non-profit organizations. These two areas are often joined together under the term governmental and institutional accounting. The two are similar because of legal restrictions in the way in which they receive and spend funds. Therefore, a legal background is sometimes necessary for this type of accounting practice.

All branches of government employ accountants. In the United States, this includes federal, state, and local governments. In addition, government-owned corporations in the United States and in many other countries have accountants on their staffs. All of these accountants, like those in private industry, work on a salary basis. They tend to become specialists in limited fields like transportation or public utilities.

Non-profit organizations are of course in business for some purpose other than making money. They include cultural organizations like symphony orchestras or opera societies, charitable organizations, religious groups, or corporate-owned research organizations. Although they are limited in the manner in which they can raise and spend their funds, they usually benefit from special provisions in the tax laws.³

Private accountants, also called executive or administrative accountants, handle the financial records of a business. Like those who work for the government or non-profit organizations, they are salaried rather than paid a fee. Those who work for manufacturing concerns are sometimes called industrial accountants. Some large corporations employ hundreds of employees in their accounting offices.

The chief accounting officer of a company is the controller, or comptroller, as he or she is

sometimes called. Controllers are responsible for maintaining the records of the company's operations. On the basis of the data that have been recorded, they measure the company's performance; they interpret the results of the operations; and they plan and recommend future action. This position is very close to the top of management. Indeed, a controller is often just a step away from being the executive officer of a corporation.

One of the specialties within the private accounting field is cost accounting, which is chiefly concerned with determining the unit cost of the products the company manufactures and sells. For example, if a company manufactures radios, the unit cost of the product equals the cost of making each individual radio. The unit cost must include not only the price of the materials in the product, but also other expenses, including labor and overhead. Without unit costs, manufacturing firms could not accurately determine the price they must sell their products for in order to bring an adequate return on investment.

Many private organizations also hire salaried accountants to perform audits. These people are sometimes called internal auditors. They are in charge of the protection of the firm's assets—the things of value owned by the company, including cash, securities, property, and even goodwill. The internal auditor sees that current transactions are recorded promptly and completely. He or she also identifies inefficient procedures or detects fraudulent transactions. He or she is usually called upon to propose solutions for these problems.

Managerial accountants are other specialists within the broad area of private accounting. In particular, they work with the kinds of financial reports necessary to management for the efficient operation of the company, including budgets and cash flow projections.

A small business may retain the services of a CPA to perform all or some of these functions. A medium-sized business may employ a staff accountant who does all of them. As companies grow, their accounting staffs become increasingly specialized. As we have noted, the big corporations employ hundreds of people in their headquarters and branch offices for the purpose of fiscal administration. Many of the people who move ahead most rapidly in private organizations are CPAs. The simple fact of having passed the certifying examination gives them an advantage over those who haven't.

Teaching accountants have formal training and some practical experience in the field. They often prefer to teach the subject, however, because of the security of a salaried position. They may work in a university or commercial school. Some teaching accountants also offer seminars in accounting procedures to different organizations.

Many people have chosen accounting as a profession because of its many advantages. Many jobs are usually available, primarily because the education and training for accounting careers have not kept pace with the demand for accounting services. Once on the job, private or governmental accountants have security, and they are usually given the chance to move upward in the company—sometimes, as we have noted, to the top. Salaries for people with accounting training are usually good, even on the lower levels, and for those who rise to the top of the profession, they are correspondingly high. Certified public accountants now enjoy professional status similar to that of