

## **BUSINESS ADMINISTRATION – FINANCE TRACK**

### **What is Finance?**

“Finance studies and addresses the ways in which individuals, businesses and organizations raise, allocate and use monetary resources over time, taking into account the risks entailed in their projects. The term finance may thus incorporate any of the following: the study of money and other assets, the management of those assets, and profiling and managing project risks. As a verb, "to finance" is to provide funds for business. Finance is the most encompassing of all business enterprises. To understand finance you must know about the entire business, indeed the entire economy.”

### **Related Career Titles**

Actuary	Commodities Trader	Financial Planner
Appraiser	Consumer Credit/Loan Officer	Foreign Exchange Trader
Audit Manager	Controller	Government Official
Bank Manager	Cost Manager	Industrial/Institutional Buyer
Bank Representative	CPA	Insurance Agent/Broker
Bookkeeper	Credit Counselor	International Trade Specialist
Branch Manager	Credit Manager	Investment Banker
Budget Analyst	Economist	Investment Researcher
Business Analyst	Estimator	Investor Relations
Loan Administrator	External Auditor	Loan Officer
Business Manager	Finance Writer	Loan Processor
Chief Executive Officer	Financial Analyst	Management Accountant
Chief Financial Officer	Financial Consultant	Market Research Analyst
Claim Adjuster/Examiner	Financial Economist	Mergers/Acquisitions Mgr.
Mutual Fund Manager	Property Manager	Securities Analyst
Mutual Fund Trader	Rate Analyst	Securities Broker
Payroll Administrator	Real Estate Developer	Stockbroker
Portfolio Analyst	Sales Analyst	Systems Analyst
Treasury Management Specialist	Trust Analyst	

### **How do you get ready?**

- Quantitative skills are extremely important. Take additional courses in math, statistics and accounting.
- Many positions in finance require the ability to analyze and interpret data.

- Develop strong interpersonal and communication skills. Cultivate an eye for detail.
- Gain experience through internships, summer and part-time positions.
- Read the Wall Street Journal and other financial news magazines to stay abreast of current events and to learn more about the industry.
- Join student professional associations in the field of finance.
- Several professional designations and licenses, e.g., Chartered Financial Analyst or Certified Financial Planner, are available to finance professionals working in a particular area. Earning these designations may help one obtain advanced positions.

### Related Major Skills

Reading comprehension	Active listening	Writing & speaking skills
Mathematics	Critical thinking	Active learning
Monitoring	Give advice On finances	Plan & administer budgets
Examine financial records	Prepare financial reports	Prepare/organize records
Process data-computers	Computer skills	

### What about the future?

“Employment of financial analysts is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. A growing range of financial products and the need for in-depth knowledge of geographic regions are expected to lead to strong employment growth.”

Learn more about a specific career using <http://www.bls.gov/>

### Available at Albright College Career Development Center’s Resource Library

- Great Jobs for Economics Majors, by Blythe Camenson
- Career Opportunities in Banking, Finance, and Insurance, by Thomas Fitch
- Careers for Born Leaders and Other Decisive Types, by Blythe Camenson
- Careers for Financial Mavens and Other Money Movers, by Marjorie Eberts and Margaret Gisler
- Careers for Number Crunchers and Other Quantitative Types, by Rebecca Burnett
- Opportunities in Bank Careers, by Adrian A. Paradis
- Opportunities in Government Careers, by Neale Baxter
- Opportunities in Social Science Careers, by Rosanne J. Mare

### Disclaimer

Links to Internet sites are provided for your convenience and do not constitute an endorsement by Albright College or the Career Development Center.

## **Job and Internship Search Links**

- Financial Job Network <http://www.financialjobnet.com>
- American Bankers Association Job Bank <http://aba.careerbank.com/>
- CareerBank.com <http://www.careerbank.com>
- Entrepreneur.com <http://www.entrepreneur.com/hiringcenter/index.html>
- Hospitality Careers <http://www.hcareers.com>
- Hospitality Jobs <http://www.hospitalityonline.com>
- Insurance Job Site <http://www.insuranceworkforce.com>
- Jobs in Manufacturing <http://www.jobsinmanufacturing.com>
- Health Care Job Store <http://www.healthcarejobstore.com>
- Global Treasury and Finance Careers  
[http://www.afponline.org/pub/cs/career\\_services.html](http://www.afponline.org/pub/cs/career_services.html)
- Business Job Info <https://www.moneygeek.com/careers/business/>

## **Professional Associations Links**

- National Association of Personal Financial Advisors <http://www.napfa.org>
- Financial Management Association International <http://www.fma.org>
- Association for Financial Professionals <http://www.afponline.org>
- American Bankers Association <http://www.aba.com/Pages/default.aspx>
- Pennsylvania Banker's Association <http://www.pbasc.com>
- Institute of Management Accountants [http://www.imanet.org/ima\\_home.aspx](http://www.imanet.org/ima_home.aspx)
- Society of Financial Service Professionals <http://www.financialpro.org>