

# Portage Northern Business Department Job Shadow | 2016

**Directions:** You are required to answer every question. If a question does not apply to your job shadow experience, put N/A in the answer slot. Spellcheck does not work when typing in the form fields. You will have to type your answers on a separate Word document to use spell check, then you can copy and paste your response into this form field.

<b>Company Visited:</b>	<b>Plante Moran</b>		
<b>Student Name:</b>	Sara Wieber	<b>Date Job Shadow Took Place On:</b>	4/22/2014
<b>Person Job Shadowed:</b>	Brian Leuth	<b>Job Title:</b>	CPA

**1. Explain the business – What does this company do?**

A public accounting firm that audits companies to ensure their numbers are correct

**2. What was the first thing you noticed when you arrived (about the facility, people, dress code, etc.)?**

Feels like a hotel lobby when you first walk in and once you go upstairs there are a lot of offices

**3. What does a typical day look like for the person you shadowed?**

**a. Hours?**

Busy Season: 55-60 hours per week; Not Busy Season: 40 hours or less per week; Overall: flexible hours

**b. Job Duties/Tasks?**

Consulting work: auditing company's records; Reviewing work: make sure things are correct; Being main client contact: help through problems, planning for audits, making sure things are on time

**c. Meetings?**

Starting: 2 every couple weeks; Now: 3 per week; Changes depending on your role

**d. Work Environment?**

Fun, relaxed but professional, Open door "policy": everyone keeps their office doors open unless on a conference call making it easy for other colleagues to just walk in and talk about anything. After a training in Detroit, Brian and a few other colleagues stayed and saw a Tigers game that night.

**e. Who do they interact with? (Colleagues, customers, clients, etc.)**

Colleagues and clients

**f. Travel opportunities?**

Usually within an hour drive, but sometimes out of state for training and/or conferences, only gone for 1-4 weeks but average is 1-2 weeks

**4. Share with the reader the shadowee's background information/career path.**

**a. How long has this person worked in the position?**

8 years

**b. What education was achieved?**

Graduated from Portage Central High School, Western Michigan University: took required business financial and general classes, half of classes were business related

**c. What motivated your shadowee to pursue this career?**

High School accounting class

**5. What types of skills/training/continuing education are required for this job (Technical? Employability? Personal Characteristics?)**

Communication, writing, technological, time management, problem solving, accounting

**6. What are the career opportunities/advancement opportunities for this job/field?**

Staff-->Associate-->Senior Associate-->Partner

**7. What are the negative/positive aspects about this job?**

**a. Negative**

Tracking time: documenting what you did, and you're reliant on clients to get you what you need

**b. Positive**

Variety: go out to client, not in same place every day, different experiences

**8. What advice would you give to students who want your type of job?**

Get good grades: GPA above certain number, do as many internships as you can: find out if you like the company, may lead to a job offer, looks good on a resume

**9. What school subjects and employability skills did you see being used at the job site? How were they used?**

Mathematical : adding, subtracting, dividing for accounting; English: writing reports; Accounting: filling out things on accounting programs; Communicative: talk to others about an assignment; Organization: work are kept neat and clean

**10. If discussed what is the average salary range and/or benefits package of this career?**

Starting salary: \$50,000-\$52,000 in Kalamazoo location; Vacation time: 4-5 weeks a year (sick, personal or vacation days).

**11. What did you learn from doing this job shadow?**

Accountants do more than work with numbers, they are the first contact people for their companies and need communication skills. They don't just sit at desks all day with a calculator, they interact and communicate with their clients and other colleagues.

**12. What did you think/feel about the job shadow experience, what did you like/not like?**

**Was the job what you expected it to be? Would you still consider this job for your future?**

**Please state why or why not.**

I thought it was useful, I liked finding out what an actual accountant thinks of their job and what they actually do. I didn't like not seeing him doing some actual work, but it was what I expected for the most part.

I would still consider this for a job because I enjoy accounting, and it sounds really cool to work with so many different clients and get to go to several different places.