

# 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>	4/17/2015
<b>Person Job Shadowed:</b>	Amanda Fletcher	<b>Job Title:</b>	Forensic Accountant

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

The business itself audits companies, does taxes, and investigates fraud. Amanda is a part of the fraud department, and she goes and looks through companies' financial records to see if the numbers match up.

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

The people were super friendly, and it was very relaxed, especially since tax season just ended and many people took the day off. It was also casual Friday.

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

**a. Hours?**

Amanda said she worked about 35-40 hours per week.

**b. Job Duties/Tasks?**

It is her job to review financial records of companies to ensure the numbers match up. If fraud is found they have to report it. After a project is completed, she sometimes has to write up the report that summarizes everything that happened.

**c. Meetings?**

She has meetings when they need to contact the office in Chicago or elsewhere and instead of traveling there, they do a video chat.

**d. Work Environment?**

The work environment was quiet, not too hectic unless it's tax season, and fun outside of the office (parties, get togethers, etc.).

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

People she may work with include workers from the company they are checking for fraud, and colleagues.

**f. Travel opportunities?**

She said she usually traveled around the country: travel to companies suspected of fraud. She travels quite frequently but not typically far away.

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

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

Amanda has worked at Plante Moran for about two years but worked as a consultant right out of college.

**b. What education was achieved?**

She earned her accounting degree from Central Michigan University.

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

A close teacher of hers suggested she go into construction because she had no clue what she wanted to do. She took a construction class in college and hated it, but one of the classes she had to take was an accounting class, and she loved it. From there she continued with accounting.

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

Communication skills, math skills, attention to detail, and Excel skills are important to have.

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

Different job opportunities include: auditing, tax, consultant, evaluator, and Chief Financial Officer.

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

**a. Negative**

A negative aspect Amanda told us about was the tedious work (especially when financial records are paper and not online).

**b. Positive**

There are always fun stories to tell; you get to catch criminals and see it on the news knowing you were a part of it, there's a variety of work (not the same thing every single day), and the work ebbs and flows.

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

Make sure you really want to go into this field.

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

Math: checking financial records

Possible Spanish: there is a Plante Moran site in Mexico (communicating)

English: writing reports

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

Beginning salary about \$50,000

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

I learned that this job is way more than I expected it to be. I learned that forensic accountants don't always find fraud, but when you do you wonder what drives people to do it. One story she shared involved

the CFO of a business embezzling money. Why did he do it? He has a high paying salary and was fairly wealthy.

**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.**

Amanda was very nice and really gave us an insight into what her job is like. Last year, I felt I didn't get a great look into what it is an accountant does, but the stories she shared and the details she shared about her job made me feel like I had an idea of what it is a forensic accountant does. Also, lunch was great of course. However, I didn't like the time we spent talking to a coworker named Kevin. He came and talked to us about his job which is an evaluator. It was hard to talk to him and was kind of awkward. I liked that she thought to have someone else with a similar but different job come to talk to us, but it was awkward. I would still consider this job for my future because I think it is really interesting that she gets to be involved in catching criminals. I also pay close attention to detail and I like things that need close attention. I think my personality would fit in well with the type of job this is.