**Activity 9.1.3 – A Day in an Accountant’s Office**

Purpose: Gain knowledge of an accountant’s required skills and what it is like to be an accountant for a day.

Directions:

1. Participate in a job shadowing experience with an accountant for one day. Focus on skills needed and type of tasks accomplished.
2. Make a list of the skills used during that day in the office. Prioritize the skills, noting the top 5 skills used. Using spreadsheet software, create a pie chart that demonstrates these top 5 skills plus miscellaneous skills as one piece of the pie.
3. Write a thank you letter (in personal business letter format) to the accountant. Include several things you learned during your day in the office.

As an alternative to this assignment, you may interview an accountant to gain information about what types of skills are needed to be a successful accountant as well as the tasks they accomplish each day.