

# The Assignment:

Name: Leo Zhao

(First Name and Last Initial)

Advisory #: 01

You will be observing your host throughout the day. There are 3 parts to this assignment:

**Part 1- The Interview:** Observe your host at work, at some point interview your host and record/make notes of the results

**Part 2 - Reflection:** After the day is finished, reflect upon your experience and answer the reflection questions **Part 3 – Post Your Assignment to Your Blog:** Once your have completed **Part 1** and **Part 2** post it on your blog. Make sure you take pictures and/or videos to document your day, you can place them in your blog.

Name of your host: Katrina Felbur

Relationship to you: Friends mom

**The Interview:** (ask your host these questions)

1. What is your job title? She is a accountant in the Gizeh Shrine Fraternity

2. What is your job description? Accountants and auditors make sure that the companies or organizations are efficiently operating. They do this by accessing financial records of their clients. Duties include analyzing data, finance reports, budgets, tax returns, accounting record and much more.

1. What are the duties and/or tasks you perform at your job?

Olivia’s mother taking part of a smaller branch of this community but is built up of three entities/branches. SBCY (Shriners BC and Yukon), CSS (child service society), GTBS (gizeh temple building society), SBCY being fraternal, and both other sections being non profit. All statements must be reported to the Shriners international, as this branch only participates in BC and Yukon. Each smaller business within this community has certain standards to meet, which is then evaluated by those higher up in the business. The business performs general fundraisers. Checks are managed as is the finances of the organization, making sure they have enough funds and spendable to continued further. Different methods of payment are recorded, scanned and received, data is input and processed. When data is input and processed is then finalized and completed by Olivia’s mother.

1. What qualifications do you have for this job in the following areas?

Occupation: Financial accountant (senior) accountant Requirements: full cycle accounting experiment (3-5) years, working in accounting and finance, bachelor’s degree in accounting or business, CPA designation (charters professional accountant), required for professional designation. This is required due to high ethics and standards of being a professional accountant. To get the job, not only education is required but also experience. Personal required attributes: you need to have strong analytical and reconciliation skills, attention to detail, ability to work under pressure or changing environment, you need to be self-motivated, persistent and result oriented.

1. What are some of the things you like about the job? The system for perfectional views and the requirements that she can give that makes the data less and the use of putting up more date

Professional job, according to standards and working with auditors, financial data can be checked and corrected, from financial perspective, abilities to work with sophisticated system and network, ability to utilize modern technology, it has a professional system. You don’t require paper documents but are able to use

1. What are some of the things you dislike about this job? There’s always a lot of work, completion is difficult as there is a short time limit, primarily struggle with time. Technology can sometimes be frustrating as the system may not work well, or if the network or system doesn’t work, access to all data is denied, so is reaching all the information. This can be improved as the network has been changed to a fiber internet, preferable having a reliable and secure network.

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1. How do you anticipate this job changing in the next 5 years or so? She believes everything will be online as change is currently demonstrated, though the network may still have some negatives as will the job, it will hopefully go smoother due to an advance in technology. Checks and loose financing will be minimized, they are striving to scan and transfer funds directly to the bank

# Student Reflections:

1. Give three reasons why you would like this job (be specific):

This job is providing for a greater cause, as their impact is to assist children in need, which personally is much more important in comparison to profit. Rather than having restrictions in certain areas and certain time limits, the workspace seems more flexible as workers tend to complete tasks in many different settings. Lastly, this job has many requirements if wishing to be employed, so workers will be experienced and you won’t be let down often.

1. Give three reasons why you would not like this job (be specific):

Though there are many positive aspects of this job it seems as though everyone is distanced as there are many rankings within the business, the social aspect seems a bit muffled. An accountant in this field requires positivity towards math which is something I wouldn’t look forward to within an occupation. Not to be picky although the workspace seems cramped and I’d prefer a place with a more motivational surrounding.

1. Is this job for you? Why or why not?

Personally, I don’t think this job suits me, rather than a mathematically based type of person I tend to be more artistic, therefore wanting to explore rather than to be set by strict boundaries revolving around numbers. The fundraising aspect of this occupation is lighthearted, and I do appreciate it, though I don’t think it’s for me.

1. Explain the value of the TYKTW experience in relation to your ideas about your post secondary (after high school) plans (education?, training?, travel?, work?).

Take your kid to work is great opportunity for students like me to learn about what it’s like after post-secondary. It helps us get a taste of possible jobs and to determine if it is right for us. It can help focus our views on what path to take in our future careers and jobs. It also gives us a sense of what it’s like in the “real world” and what we will have to deal with.