



Academy of Learning

CAREER COLLEGE

# Accounting & Payroll Administrator Diploma Program



## CAREER OPPORTUNITIES

- Accounting Clerk
- Accounts Assistant
- Bookkeeper
- Pay and Benefits Administrator
- Salary Administration Officer

**Government Grants and Financial Assistance  
may be available to those who qualify.**

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# Accounting & Payroll Administrator Diploma Program

## Program Objective

Anyone planning to enter the accounting or payroll fields must have good computer skills and be familiar with computerized accounting and automated payroll systems. This program provides graduates with the necessary skills to maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services. It also provides students with the necessary skills and knowledge required to perform payroll administrative responsibilities in the payroll department. The student will write the Canadian Payroll Association's (CPA) Payroll Compliance Practitioner (PCP) exams, a requirement for the PCP certification. In addition to accounting and payroll expertise, students gain basic skills and experience in business correspondence, office procedures, performing a job search, and being successful in today's workplace environment.

## Career Opportunities

Careers in computerized accounting are in continuous high demand. Excellent opportunities exist for skilled persons in a variety of accounting related positions, including the role of accounting bookkeeper, across the public and private sectors.

Payroll administrators are employed by payroll administration companies and by other establishments throughout the private and public sectors. Careers that correspond with the skills learned in this program include:

- ♦ Accounting Clerk
- ♦ Accounts Assistant
- ♦ Bookkeeper
- ♦ Pay and Benefits Administrator
- ♦ Payroll Clerk
- ♦ Pay and Benefits Clerk
- ♦ Salary Administration Officer

## Duties and Responsibilities

Payroll administrators collect, verify, and process payroll information and determine pay and benefit entitlements for employees within a department, company, or other establishment. Their duties may include:

- ♦ Handling confidential budget information
- ♦ Processing financial reports and memoranda
- ♦ Working with statistical and accounting data
- ♦ Maintaining accounting records
- ♦ Maintaining employee attendance records to calculate pay and benefit entitlements using manual or computerized systems
- ♦ Preparing and verifying statements of earnings
- ♦ Preparing employee payments and benefit payments by cheque or electronic transfer
- ♦ Preparing T4 and other statements
- ♦ Compiling statistical reports, statements, and summaries related to pay and benefits accounts
- ♦ Preparing and balancing period-end reports and reconciling issued payrolls to bank statements

## Competencies upon Completion

### Core Courses

- ♦ **Operating Systems**  
Basic level of proficiency in a Windows operating system
- ♦ **Word Processing**  
Intermediate level of proficiency in Microsoft Word
- ♦ **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- ♦ **Database Management**  
Basic level of proficiency in Microsoft Access
- ♦ **Business Skills**  
Business Financial Management, Human Resource Management, Business Correspondence Level 1, and Customer Service
- ♦ **Accounting**  
Sage 50 Premium Accounting, QuickBooks Premier, Payroll Compliance Legislation, Payroll Fundamentals 1, Payroll Fundamentals 2, ACCPAC General Ledger, ACCPAC Accounts Receivable, and ACCPAC Accounts Payable
- ♦ **Office Skills**  
Basic Bookkeeping Levels 1 and 2, basic level of proficiency in Microsoft Outlook, and Office Procedures Level 1



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