



Accounting and Payroll Administrator Diploma Program



CAREER OPPORTUNITIES

- Accounting Clerk
- Account Assistant
- Bookkeeper
- Pay and Benefits Administrator
- Salary Administrator Officer
- Payroll Administrator
- Payroll Generalist
- Accounts Receivable Clerk
- Finance Administrator
- Accounting Administrator

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

AOLCC North York Campus:

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📍 29 Gervais Drive, North York, ON. M3C 1Y9

AOLCC Oshawa Campus:

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Accounting & Payroll Administrator Diploma Program

Program Objectives

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

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
- Payroll Administrator
- Payroll Generalist

Duties & 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
- Compiling statistical reports, statements, and summaries related to pay and benefits accounts

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

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