

Accounting and Payroll Administrator

Diploma

Program Objective

This program provides students with the necessary skills and knowledge required to provide supervision in the payroll department. Students become familiar with basic payroll practices and procedures, and are eligible to apply to the Canadian Payroll Association (CPA) for the Payroll Compliance Practitioner (PCP) certification. In addition to accounting and payroll expertise, students gain skills and experience in business correspondence, office procedures, business supervisory skills, and performing a job search.

Program Notes

Tuition fees include student manuals and all other course material. Financial assistance may be available to qualified students.

Graduation requirements:

Successful completion of the Accounting and Payroll Administrator Diploma requires passing the CPA course (65%) and associated final exams (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1 and Payroll Fundamentals 2.

Students must achieve a 75% average to obtain a diploma.

Career Opportunities

Accounting and Payroll Administrators are employed by banks, other financial institutions, insurance companies, and other establishments throughout the private and public sectors. Careers that correspond with the skills learned in this program include:

- Payroll Supervisor
- Accounting Supervisor
- Bookkeeping Supervisor

Program Prerequisites

Candidates must be able to keyboard at a minimum speed of 25 words per minute and have a fundamental understanding of basic computer concepts.

Duties and Responsibilities

Accounting and Payroll Administrators supervise and coordinate the activities of accounting and payroll clerks and administrators. Their duties may include:

- Implementing efficient working processes
- Coordinating, assigning, and reviewing the work of clerks and administrators
- Examining and verifying accuracy of work
- Authorizing routine payments, credits, deposits and withdrawals
- Establishing work schedules and procedures
- Preparing and submitting progress and other reports
- Identifying training needs
- Training clerks in job duties and company policies
- Requisitioning supplies and materials
- Supervising and training staff in payroll processing
- Supervising preparation of year-end accruals for payroll
- Providing payroll information as requested by federal, provincial and municipal laws
- Assisting with preparation of the annual budget
- Interpreting laws, ordinances, regulations, contract provisions and procedures related to payroll processing
- Preparing reports and analyses of payroll expenditures
- Notifying Human Resources of employee eligibility for and enrolment in retirement systems
- Evaluating permanent payroll department staff

Personal Attributes Required

- Ability to learn new skills and knowledge
- Ability to formulate logical decisions
- Ability to build working relationships to achieve goals
- Ability to effectively manage time and stress
- Ability to work collaboratively
- Ability to be self-motivated
- Effective communication and interpersonal skills
- Ability to provide direction

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.



Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instruction.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

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
- **Office Skills**
Basic Bookkeeping Levels 1 and 2, basic level of proficiency in Microsoft Outlook, and Office Procedures Level 1
- **Accounting**
Sage 50 Premium Accounting, Payroll Fundamentals Levels 1 and 2, and Payroll Compliance Legislation
- **Database Management**
Basic level of proficiency in Microsoft Access
- **Simulations and Drills**
Practical Applications – 2 Units
- **Business Skills**
Grammar Essentials for Business Writing, Business Correspondence Levels 1 and 2, Customer Service, Business Verbal Communication, and Business Supervisory Skills
- **Job Readiness/Employability Skills**
Employment Success Strategies, Job Search and Résumé Writing, and Thought Patterns for a Successful Career