

# Accounting and Payroll Administrator

## Diploma

### 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.

### Program Notes

Financial assistance may be available for those who qualify.

Graduation requirements: Successful completion of the diploma requires passing the CPA course (65%) and associated final exam (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1, and Payroll Fundamentals 2.

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

### Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Online training supported by online instructors.

### 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

### Admission Requirements

Grade 12 or equivalent.

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

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

## Required Skills and Personal Attributes

- Self-Motivated
- Aptitude for figures
- Enthusiastic
- Good interpersonal skills
- Detail-oriented
- Ability to learn new skills and knowledge
- Ability to think analytically while problem solving
- Ability to effectively manage time and stress
- Effective communication and interpersonal skills
- Ability to follow instructions

## Competencies upon Completion

### Core Courses

- **Keyboarding**  
Minimum 25 words per minute (WPM)
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Basic level of proficiency in Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Office Skills**  
Basic Bookkeeping Levels 1 and 2
- **Business Skills**  
Business Financial Management, Human Resource Management, Business English/Grammar, and Business Math Skills and Applications
- **Accounting**  
Sage 50 Premium Accounting, Payroll Compliance Legislation, Payroll Fundamentals 1 and 2, and QuickBooks Premier
- **Job Search/Employability Skills**  
Job Search & On the Job Training

