Computerized Payroll Accounting

Diploma

Program Objective

Anyone planning to enter the payroll field must have good computer skills and be familiar with automated payroll systems. This program provides students with the necessary skills and knowledge required to provide supervision in the payroll department. The student will become familiar with basic payroll practices and procedures, as well as the more complex aspects of payroll. This prepares the student to apply to the CPA for both Payroll Administrator and Payroll Supervisor certification. In addition to accounting and payroll expertise, students gain skills and experience in business correspondence, office procedures, management fundamentals, and performing a job search.

Program Notes

Financial assistance may be available for those who qualify.

Graduation requirements:

Successful completion of the Diploma requires passing the CPA courses (65%) and associated final exams (65%).

Students must also achieve a 75% program average to obtain the Academy of Learning College Computerized Payroll Accounting Diploma.

Method of Delivery

Combination of:

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

Career Opportunities

Payroll accountants are employed by banks and 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

Duties and Responsibilities

Payroll accountants 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, regulation, 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
- Self-motivated
- Effective communication and interpersonal skills
- Ability to provide direction

Academy of Learning
CAREER COLLEGE

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

- **Keyboarding**
  Minimum 40 words per minute (WPM)
- **Word Processing**
  Intermediate level of proficiency in Microsoft Word
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Spreadsheets**
  Intermediate level of proficiency in Microsoft Excel
- **Help Desk and Call Centre Skills**
  Telephone Communication Skills
- **Accounting**
  Sage 50 Premium Accounting, QuickBooks Premier, Payroll Compliance Legislation, and Payroll Fundamentals 1 and 2
- **Business Skills**
  Business Math, Business Correspondence Levels 1 and 2, Business Supervisory Skills, Grammar Essentials for Business Writing, and Customer Service
- **Office Skills**
  Office Procedures Levels 1 and 2, Basic Bookkeeping Levels 1 and 2, Internet Fundamentals, Personal Computers for End Users, and basic level of proficiency in Microsoft Outlook
- **Employability Skills**
  Thought Patterns for a Successful Career, Employment Success Strategies and Job Search and Résumé Writing