

Ph: 416-412 7374

Email: info@nacptpharmacollege.com

Web: www.nacptpharmacollege.com

PAYROLL

DURATION
47 Weeks
JOB ASSISTANCE
4 Months

Accounting and Payroll Administration Diploma

Job Ready Program

Our Accounting and Payroll Administration Diploma program is suitable for those who are looking for a challenging and rewarding career in the field of accounting, bookkeeping and payroll administration. This program is specifically designed to accommodate both those who are new to the accounting field and those who are looking to further advance their careers. Students will become well versed in everyday accounting and payroll functions while gaining a solid foundation for professional development in computerized accounting and payroll systems.

Along with deep knowledge in the fields of accounting, bookkeeping and payroll systems, students will obtain practical skills in the use of popular computerized accounting and payroll software such as SAGE 300 ERP (Accpac), SAGE 50 (Simply Accounting), Quick books pro and MS Office programs such as advanced Word & Excel, Essential features of Access, PowerPoint and Outlook.

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ADMISSION REQUIREMENTS:

- Ontario Secondary School Diploma (OSSD) or equivalent or
- Mature Student Status (age 18 or older) requires Wonderlic test score 16
- **In addition**, international students with the exception of students from English speaking countries require IELTS score 6 or equivalent.

ACCOUNTING AND PAYROLL ADMINISTRATORS' DUTIES INCLUDE:

- Establish, maintain, and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and prepare monthly and year-end financial statements
- Post journal entries, reconcile accounts and prepare trial balance of books
- Prepare and submit government documents such as tax remittance forms, workers' compensation forms and pension contribution forms
- Prepare tax returns for individuals and contractors
- Comply with Federal and Provincial payroll legislation
- Provide personal bookkeeping services
- Prepare financial and accounting reports

JOB PROSPECTS:

- Accounting Assistant
- Bookkeeper
- Payroll Administrator
- Budget coordinator
- Financial Assistant
- Accounting Clerk
- Accounts Payable/Receivable Clerk
- Audit Assistant
- Financial Analyst
- Payroll clerk
- Administrative Assistant
- Accounts Manager

GET IN TOUCH - Mississauga Campus

25 Watline Ave, Suite #201 Mississauga, ON L4Z 2Z1

Inquiry: 416-412-7374 **Text:** 647-998-7374

Email: info@NacptPharmaCollege.com

GET IN TOUCH - Toronto Campus

5310 Finch Ave East, Unit #9, Toronto, ON M1S 5E8

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