



Business *Skills* College

Business • Technology • Healthcare

Course Information:

Accounting and Payroll – Financial Administration Professional

START YOUR CAREER IN ACCOUNTING AND PAYROLL

As a graduate, your qualifications will assist you in pursuing a variety of positions, including Accounting Assistant, Bookkeeper, Accounting Clerk, Accounts Payable/Receivable Clerk, Payroll Clerk, and/or Administrative Assistant.

Accounting is an important function in every office, company, industry, corporation or government department. The field of accounting today is full of job opportunities for you that combine financial record keeping and the use of computers to calculate and record data. Your duties will include recording receipts and disbursements and preparing reports. As an accounting clerk, you maintain accounting records, reconcile bank statements, post details of business transactions, and prepare invoices and other records.

IN LESS THAN 7 MONTHS

The Financial Administration Professional Diploma will prepare you to meet the demands of this key profession. You will learn accounts payable, accounts receivable, general ledger and Generally Accepted Accounting Principles (GAAP). You have the opportunity to learn to operate four computerized accounting software applications including: Simply Accounting, QuickBooks and ACCPAC. You will also learn computer software and spreadsheets for accounting applications. With a strong focus on practical procedures, a Diploma in Financial Administration from Business Skills College will prepare you to be an immediate asset to the accounting department of just about any kind of business.

USING OUR PROVEN FLEXLEARN™ SYSTEM

- Flexible schedules - work around your needs, family and home schedule
- Extra courses offered at no charge – electives are available in all our courses
- Extra assistance available when you need it – one-on-one help from qualified instructors