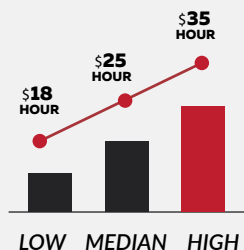


# ACCOUNTING AND PAYROLL ADMINISTRATION

## 43-Week Diploma Program



### Wage Statistics\*1:



### Program Overview:

Gain the accounting and administration skills you need to help businesses run smoothly. Learn the fundamentals of accounting, bookkeeping, and payroll so you can launch an exciting new career.

### Industry-Relevant Information

- Accounting and payroll skills are in demand across most industries and for many roles.
- Opportunities for flexible, work-from-home positions that suit your lifestyle.
- Lots of room for career advancement in accounting or other business fields.

### Program Features

- Learn industry-standard software including Sage 50 and QuickBooks.
- Assignments are designed to prepare you for real-world accounting work environments.
- Gain relevant business skills including communication, human resources, and MS Office software.

### Career Opportunities:

- Accounting Clerk ■ Accounts Payable Clerk
- Accounts Receivable Clerk ■ Tax Return Preparer
- Benefits Officer ■ Pay and Benefits Clerk
- Payroll Officer

### Why Choose Reeves College?

- Gain valuable real-world experience during a five-week practicum placement.
- Accelerated program enables you to train for entry-level jobs in under a year.
- Engage in small class sizes from instructors with experience in the industry.

### Frequently Asked Questions:

#### Do I need a strong math background to take this program?

Accounting and payroll professionals work with numbers every day, so it's nice to have interest and skills in this area, but you don't need specific math skills or education to succeed.

#### Is the program only for people who want to work at a big company?

The training will also give you the skills to start your own independent freelance accounting or bookkeeping business. If you are an entrepreneur, it will help you better manage the finances of your business.

\*1 alis.alberta.ca; 2020 \*2 Must meet Yorkville admission requirements

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We were practicing real-life situations, and not only in the accounting program, but also in the office style that we had. I thought it was going to be difficult going back to school, but the staff showed me a lot of support so I could go through the process."

—Yeraldin, Reeves College Graduate