

Accounting and Payroll Administration

Hands-on training in accounting software, bookkeeping, and payroll administration. Courses include preparation to become a certified Payroll Compliance Practitioner (PCP). Graduate in just 9 months, internship included.

Accounting and payroll administration involves key financial tasks every business needs to be successful.

Herzing College Toronto's Accounting and Payroll Administration program is fast, practical, and based on the skills Toronto employers want. Get a head start on becoming a Payroll Compliance Practitioner. Graduate with real work experience and a competitive edge in the field of accounting.



 Program Length: **9 Months (20 hours/week)**
Includes 5 week internship

 Program Delivery:
On Campus, Online

▸ CAREER OUTLOOK

There is steady demand for skilled accounting and payroll professionals in Toronto, and a wide variety of employers to choose from.

▸ PROSPECTIVE JOB TITLES

Account Manager, Bookkeeper, Accounts Payable Administrator, Accounts Payable/Accounts, Receivable Clerk, Payroll Clerk, Accounting Technician

Employment Statistics

88%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

▸ WHO HIRES OUR GRADUATES

Earnscliffe Strategy Group, Carefor Health and Community Services, Canadian Food Inspection Agency, Camco Acura Automotive Group, Aramark, Revenue Canada, Harris Computer System, Minto Group

Employment result listed is for all programs combined, and are from the most current annual report. Information in this document is subject to change. Updated March 7, 2023

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✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for minimum 2 years). Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension and/or written skills to warrant success and completion of program
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field.
- Note: admission to some programs may include additional requirements.

✓ LEARN ONLINE

Online programs offer the flexibility; personalization and support that you need to succeed in today's ever-changing job market. Work on your assignments when it's convenient for you, all with the support of a dedicated Instructor.

✓ COURSE LIST

Herzing College Accounting and Payroll Administration courses teach the practical skills you need to get hired. Get hands-on training in Canadian accounting software, bookkeeping principles, managerial accounting, payroll processing, Microsoft Excel, and Microsoft Access.

- Office Applications

- Database Applications

- Accounting Software

- Accounting II

- Computerized Accounting I

- Computerized Accounting II

- Business Math

- Spreadsheets

- Payroll Compliance Legislation

- Accounting Fundamentals

- Career Development

- Internship
