Springfield COLLEGE

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Accounting and Payroll Administrator Diploma Program

(Approved as a vocational program under the Ontario Career Colleges Act, 2005)



CAREER OPPORTUNITIES

- Accounting Clerk
- Payroll Administrator
- Payroll Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bookkeeping Assistant
- Billing Clerk
- Finance Clerk
- Accounting Assistant
- Pay and Benefits Clerk
- Ledger Clerk
- Salary Administration Assistant

Government Grants, Scholarships, and Financial Aid May be Available For Those Who Qualify.

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Accounting & Payroll Administrator Diploma

Program Objectives

The Accounting & Payroll Administrator Diploma Program at Springfield College prepares students for careers in accounting, bookkeeping, payroll administration, and financial office operations.

This career-focused program combines fundamental accounting principles with computerized financial systems, payroll procedures, human resources administration, and essential business skills. Students develop the knowledge needed to maintain financial records, process payroll information, manage accounts, and support the financial operations of businesses and organizations.

Through practical instruction and hands-on learning, students gain experience with accounting applications, office technology, and financial documentation while developing the organizational and analytical skills valued by employers.

Program Highlights

- Comprehensive introduction to accounting principles, bookkeeping, and financial management.
- Practical learning involving computerized accounting and payroll applications.
- Understanding of Canadian payroll fundamentals and administrative procedures.
- Training in Microsoft Office applications, including Excel, Word, PowerPoint, Access, and Outlook.
- Introduction to human resources management and business finance.
- Development of professional communication, organizational, and administrative skills.
- Career preparation for entry-level accounting and payroll positions across various industries.

Career Opportunities

Graduates of the Accounting & Payroll Administrator Diploma Program can pursue entry-level opportunities in accounting departments, payroll offices, financial administration, and business operations.

Accounting and payroll professionals help organizations maintain accurate financial records, process employee compensation, manage transactions, and comply with financial reporting responsibilities.

Skills Acquisition

Upon completing this program, students will have developed the skills needed to:

- Maintain accurate financial records and bookkeeping systems.
- Record, organize, and verify business financial transactions.
- Support accounts payable and accounts receivable operations.
- Understand payroll calculations, deductions, and remittance procedures.
- Maintain employee payroll records and compensation documentation.
- Use computerized accounting applications for routine financial tasks.
- Create and manage financial spreadsheets using Microsoft Excel.
- Prepare business correspondence, reports, and administrative documents.
- Understand basic financial statements and accounting processes.

Program Outline

1. Fundamentals of Accounting: Introduction to accounting principles, financial transactions, bookkeeping methods, and financial recordkeeping.
2. Bookkeeping and Business Finance: Maintaining financial records, understanding income and expenses, and preparing basic financial documentation.
3. Computerized Accounting: Using accounting applications to record transactions, organize financial information, and manage business accounts.
4. Payroll Fundamentals: Understanding payroll administration, employee earnings, deductions, benefits, and payroll responsibilities.
5. Payroll Applications: Processing payroll information, maintaining payroll records, and understanding Canadian payroll compliance requirements.
6. Microsoft Excel: Using spreadsheets, formulas, functions, and data management tools for financial and administrative tasks.
7. Microsoft Word and Office Applications: Preparing business documents, reports, presentations, and professional correspondence.
8. Computer Technology and Keyboarding: Developing computer proficiency, keyboarding accuracy, and digital office productivity.
9. Human Resources Management: Introduction to employee records, workplace administration, compensation, and personnel procedures.
10. Administrative Office Procedures: Managing records, organizing office workflows, and supporting daily business operations.

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