

Accounting & Payroll Administration

(32 week program)

You have an important job. Because of you, the company's bills get paid. You manage the firm's revenues and keep a record of what it's owed. You handle the payroll, and safeguard the livelihood of your fellow staff.

Without you, the company can't operate. That's no exaggeration, either – it's the truth.

You Are Needed

Every company needs a person like you . . . a reliable, well trained professional with an eye for detail. For you, mistakes are not an option. That's because you know that everything you do affects the whole company. Others know that too. It's why you're so respected.

The Skills Are Critical

Handling the cash flow of a company is a lot of responsibility. You need a strong knowledge of accounting principles, computer systems, payroll fundamentals and the laws that govern financial affairs of your company.

To outsiders, it can all seem a bit overwhelming.

Still, Robertson College has prepared you to do the job, and to do it well. Your training has made you confident and effective, and it shows.

It's Not Just About Numbers

Finances are important, but there are things that affect a company's reputation more than the way it handles its money. One of those things is the way it treats people.

Robertson College training taught you that, too.

Your professional yet understanding approach has let you build life long relationships with customers and staff alike. It's a good feeling.

Always in Demand

It's a small wonder that you have your choice of positions. You have to choose between being the go-to person in a small business, running your own business, or being part of a larger team in a major corporation. A tough choice . . . but a nice one to have.

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