

## Accounting and Payroll Specialist (APS)

The Accounting and Payroll Specialist diploma program at triOS is 45 weeks. It includes an 8-week internship. Accounting and payroll administrators are an essential part of any business. These professionals are responsible for the day-to-day operations of a business, collaborating with payroll, human resources, budgets, finance, and other departments.

Accounting and payroll administrators can work in any industry. Many employment opportunities are available as the sector continues to grow. At triOS College, the Accounting and Payroll Administrator diploma program provides students with the required skills they need in advanced accounting, payroll fundamentals, and more.

### Program Benefits

- ✓ Eligibility to Pursue the Payroll Compliance Practitioner (PCP) Certification
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite
- ✓ National Payroll Institute Membership

### Here's a look at some of the courses included in this program:

#### Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

#### Payroll

Payroll Compliance Legislation and Payroll Fundamentals

#### Accounting and Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

#### Advanced Accounting and Applications

Advanced Accounting, Accpac and Introduction to Finance



## Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1432/13102- \*\*Wage data rounded down to the nearest dollar. Average wage does not reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

### Career Opportunities

Payroll Specialist  
Accounts Payable Clerk  
Accounts Receivable Clerk  
Accounting Assistant  
Payroll Administrator  
Benefits Officer

### Employers Who Have Hired triOS Grads



PAYROLL SOLUTIONS  
INTERNATIONAL INC.



BOMBARDIER



**“Thank you triOS college for giving me the education and tools I needed to get my dream career. I had a job 5 days out of school, and it feels amazing to be one of the lucky ones to have my dream job. Thank you triOS!”**

-Rachel R.,  
triOS College Accounting & Payroll Graduate

# Accounting & Payroll Specialist

NOC Code: 1432/13102

Diploma Program Length:

**45 Weeks**

Microsoft Word **8 Weeks**  
Microsoft Excel  
Microsoft Outlook  
Microsoft PowerPoint  
Business Communication

Introduction to Accounting (Using Sage 50) **8 Weeks**  
Intermediate Accounting (Using QuickBooks)

Advanced Accounting **8 Weeks**  
Sage 300  
Introduction to Finance

Payroll Compliance Legislation **12 Weeks**  
Payroll Fundamentals I & II  
\*Online classes require 4 hours (on campus) of computer-based training per day

Career Management **1 Week**

Lab Week **1 Week**

Internship **8 Weeks**

Keyboarding – continuous learning throughout the program

## Program Highlights Include:

- Associate Membership in the National Payroll Institute (NPI)
- Microsoft Office Professional Suite
- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits



## Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR  
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.\*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 15.
3. The College admissions test for this program is the triOS College Business, Legal & Healthcare Entrance Exam. A passing score for this program is 60%.

\*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

## Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

## Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi).

These are statistics from 2018.

