

Accounting and Payroll Administration



Get comprehensive training in accounting software, bookkeeping techniques, and payroll procedures. Graduate in 10 months or less, internship included.

Accounting and payroll professionals are a vital part of every organization. They balance the books, make sure employees get paid in full and on time, and help companies make smart financial decisions.

Herzing's Accounting and Payroll Administrator program is practical, fast, and flexible. Learn the skills you need to get hired, while fitting courses around your busy schedule.

 Program Length: **10 months or less**
Includes **nternship**

 Program Delivery:
Online

▾ CAREER OUTLOOK

Accounting and payroll professionals are in strong demand in many areas of Canada. They can find opportunities with a wide variety of employers, including businesses of all sizes.

▾ PROSPECTIVE JOB TITLES

*Accounting Clerk, Bookkeeper, Accounts Payable/Receivable Clerk
Payroll Clerk, Accounting Technician*

Employment Statistics

80%

Percentage of 2025 Herzing College Available
Graduates Employed in a Related Field

▾ PROSPECTIVE EMPLOYERS

*Businesses of all sizes, Community organizations
Government agencies, Educational institutions, Health services companies*

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✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
- 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

✓ STUDY TOPICS

Herzing's Accounting and Payroll Administration training teaches the practical skills you need to get hired. Students receive training in:

- Microsoft applications (Excel, Word, PowerPoint, Outlook, and Access)
- Canadian accounting software
- Recording transactions and adjusting accounts
- Preparing and analyzing financial statements
- Business math
- Accounting procedures for corporations and partnerships
- Payroll processing and compliance

Students also complete an internship at a local business or organization.