

Enrolling Now!

Weekend College

Accounts Payable/Accounts Receivable Certificate

- Are you interested in a short-term, weekend program that will get you started in business?
- Do you like following set procedures and guidelines?
- Do you have a strong attention to detail?
- Do you have good communications skills?

If you answered “yes” to these questions, you may want to consider a career in Accounts Payable and Accounts Receivable.

Some Career Options...

Accounting Clerk

Median Annual Salary: \$34,030

Recommended Education: High School (H.S.) diploma, postsecondary non-degree award (certificate) preferred
www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks

Procurement Clerk

Median Annual Salary: \$38,220

Recommended Education: H.S., postsecondary non-degree award (certificate) preferred
www.onetonline.org/link/summary/43-3061.00

Your **COLLEGE**
Your **CAREER**
Your **WAY**



QUINSIGAMOND
Community College

MyWay@qcc.mass.edu

www.QCC.edu/MyWay

AP/AR @ QCC

The Accounts Payable/Accounts Receivable (AP/AR) Certificate focuses on the accounting skills – manual and computerized – needed in business for Accounts Payable and Accounts Receivable clerks. Upon completion of this certificate, students will be prepared for entry-level Accounts Payable and Accounts Receivable positions in all varieties of businesses, and may continue their education to become certified bookkeepers and/or pursue an Associate Degree in Business Administration.

Upon completion of the program, graduates will be able to:

- Analyze, calculate, and report financial information accurately and in a timely manner.
- Demonstrate proficiency in both manual and automated accounts payable and accounts receivable accounting systems.
- Use the Microsoft Office Suite and QuickBooks Software effectively.
- Demonstrate knowledge of a broad overview of business ownership, administrative processes, and basic management and marketing concepts.

Did You Know... ?

- Employment of bookkeeping, accounting, and auditing clerks is expected to grow 14 percent from 2010 to 2020. In response to the recent financial crisis, investors will pay increased attention to the accuracy of corporate books. Stricter regulation in the financial sector will create demand for accounting services, creating opportunities for accounting clerks.
- QCC's 15-week AP/AR certificate is stackable, offering the flexibility to enter the workforce upon completion, or pursue additional education leading to a certificate as a Full-Charge Bookkeeper, or an associate degree in Business Administration, and more!

Next Steps

Apply for Admission to QCC online, or in person!

- **Online:** www.QCC.edu/pages/Enrollment_Steps.html
- **By Phone:** QCC Admissions, 508-854-4262
- **In Person on the Main Campus:** Admissions, Harrington Learning Center, 670 West Boylston Street, Worcester
- **In Person at Workforce Central Career Center,** 44 Front Street, 6th floor, Worcester

If you have questions about the program, call Admissions at **508-854-4262**, or email MyWay@qcc.mass.edu.

Worcester Area Employers

- BOSE
- Christopher House
- FIBA Technologies
- Quinsigamond Community College
- Shrewsbury Nursing and Rehabilitation Center

Professional Associations

- American Institute of Professional Bookkeepers: www.aipb.org
- National Bookkeepers Association: www.nationalba.org

Sources Used

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012 Edition*:

- Bookkeeping, Accounting, and Auditing Clerks: www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks

O*NET Online:

- 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks," www.onetonline.org/link/summary/43-3031.00

Quinsigamond Community College, Online Course Catalog:

- www.QCC.edu/academics/business/accounts-payableaccounts-receivable

Quinsigamond Community College is part of the Massachusetts Community Colleges and Workforce Development Transformation Agenda, which brings together Massachusetts' 15 community colleges, the Commonwealth's adult basic education and workforce development systems, career centers and industry stakeholders to change the way education and skills training are delivered and to prepare dislocated and under-skilled workers for the emerging, knowledge-based economy. As part of the initiative, Quinsigamond Community College supports students along efficient career pathways by helping them attain degrees, certificates and industry recognized credentials through accelerated programs linked closely to industry need. The statewide initiative is supported by a \$20 million, three-year grant from the United States Department of Labor, Employment & Training Administration TAACCCT. Grant Agreement #TC-22505-11-60-A-25.