



## Accounting

### Industry Description

Accountants, bookkeepers, and accounting clerks must be knowledgeable in the areas of payroll, taxes, general ledger accounting, cost accounting, and computerized accounting applications. Their job responsibilities might include the accounting functions of accounts receivable, accounts payable, payroll, cash management, inventory management, budget preparation, or financial reporting. In addition they develop spreadsheets, prepare manual adjustments to accounts, and communicate with customers and vendors.

### Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

### Program Description

Anoka Technical College's Accounting AAS degree has been given new direction since the Minnesota State Legislature approved a new designation in the accounting field. With an Accounting AAS degree, students are eligible to sit for an exam to become state-licensed Registered Accounting Practitioners.

The Accounting AAS degree has been restructured to provide students with more hands-on applications and to prepare students to sit for the licensure exam. In the spring, a tax lab is offered in which accounting students prepare and e-file tax returns for other students. More computer work has also been incorporated into the accounting courses through the use of *Peachtree*, *QuickBooks*, and *Microsoft Dynamics GP* accounting software packages and *Excel*. A new capstone course has been added as a preparatory course for the licensure exam.

Anoka Technical College's Accounting A.A.S. degree offers a viable option to individuals who are interested in quickly entering the workforce with strong accounting skills. Furthermore, if students successfully pass the state licensure exam, they have a way to demonstrate to employers that they are competent in the principles of accounting and are prepared to handle their job responsibilities.

The Accounting Diploma degree is intended for people who need basic accounting skills to work in a position that requires a combination of clerical and accounting responsibilities.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.



