

**America's Job Center**  
"Formerly Career Services Center" of California<sup>SM</sup>

# Bookkeeping Training Program

## Job Preparation & Description

Open entry, self-paced program runs up to 7 months total (6 months classroom training with the opportunity of an externship for at least 4 weeks) Classes are scheduled Monday through Friday, from 8:00 AM to 4:00 PM with an average of 30 hours per week.

## Related Occupations

- ◆ Accounts Payable/Accounts Receivable Clerks & Payroll Clerks
- ◆ Typing and computer classes are mandatory for this course

## Basic Course Requirements

- Typing 30 wpm/125 spm (10 key)
- Computer Skills (Word & Excel)
- Journals
- Ledgers Business Forms
- Inventory (Cost & Control)
- Bank Reconciling/Math

*Mexican  
Opportunity*



*American  
Foundation*

- Analyzing Debits & Credits
- Payroll Procedures
- Reporting/Quarterlies
- Time Cards/W4's/W2's & Tax Deposits
- Financial Statements
- QuickBooks Software
- Acct. Payable & Receivables

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## Additional Intermediate Offerings

- Income Tax Preparation (Federal & State)
- Peachtree Software
- Managerial Accounting

## Entry Requirements

- At least 18 years of age
- Must complete a Reading & Math Assessment
- Participants with felonies and/or misdemeanors in their backgrounds will be considered on an individual basis

[www.americasjobcenterofkern.com](http://www.americasjobcenterofkern.com)

**325-HIRE**

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The AJCC & WIA are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.