

# Accounting Services, Certificate

**Provider:** Alaska Job Corps

**Length:** 99 Unknown

**Cost:** \$0

**Cost Unit:** Cost of the entire program

## Website

<http://alaska.jobcorps.gov/vocations.aspx>

**Places:** Palmer

Students learn to input a variety of financial information and data that are used for generating invoices, statements, reports, financial statements and payroll. Students may obtain Microsoft Office Specialist (MOS) certifications in Word and Excel, as well as Brainbench certifications in Accounts Payable, Accounts Receivable/Billing, Payroll, and Bookkeeping Fundamentals.

## Related Occupations

Billing and Posting Clerks

Bookkeeping, Accounting, and Auditing Clerks

Brokerage Clerks

Payroll and Timekeeping Clerks

Statistical Assistants

Tax Preparers

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