

# ACCTG: PAYROLL AND INCOME TAX PREPARER/ ACCOUNTING FOR GOVERNMENT & NOT-FOR-PROFIT ORGANIZATIONS

**PROGRAM DESCRIPTION:**

The Payroll and Income Tax Preparer program is intended for individuals desiring to enter the tax preparation and/or payroll field with a minimum of course requirements. Upon successful completion of this Chaffey certificate, candidates will possess the knowledge and analytical tools necessary to use financial data effectively in preparing a variety of tax returns. Additionally, this certificate fulfills the preliminary requirements to become a Registered Tax Preparer in the State of California.

The Accounting for Government and Not-for-Profit Organizations program is intended for individuals desiring employment in government or not-for-profit organizations. Upon successful completion of this certificate, candidates will be proficient in fund and not-for-profit accounting and possess the ability to perform basic accounting functions.

**CAREER AT A GLANCE:**

### HOW DO I KNOW IF THIS MAJOR IS FOR ME?

- You like to interview people to obtain information
- You enjoy working with numbers and data
- You file your own taxes
- You enjoy verifying data and checking information for accuracy
- You like learning about federal and state tax laws
- You are good at time management

*Use Focus2Career on your MyChaffey portal to learn more about careers and majors that fit you best.*

### WHERE CAN I WORK?

Small Businesses  
Government Agencies  
Bookkeeping Companies  
Tax Companies  
School Districts  
Non-Profit Organizations  
Hospitals and Medical Facilities

*For more information visit: [www.labormarketinfo.edd.ca.gov/OccGuides](http://www.labormarketinfo.edd.ca.gov/OccGuides)*

### HOW DO I GET STARTED?

- Start taking the required accounting courses
- Apply for entry level positions in reception, data entry, or customer service with employers where you would like to promote
- Job shadow and network with accounting professionals
- Practice interpersonal skills
- Study state and federal tax laws

### WHAT CAN I DO WITH THIS CERTIFICATE?

<i>Position Title</i>	<i>CA Median Salary</i>
Tax Preparer	\$54,990
Tax Examiner and Collector	\$57,070
Account Clerk	\$46,103
Revenue Agent	\$57,070
Accounts Payable Clerk	\$40,450
Bookkeeper	\$46,103
Accounts Receivable	\$40,450
Accounting Technician	\$46,103
Audit Clerk	\$46,103
Billing Clerk	\$40,450
Payroll Clerk	\$49,260

### WHAT CAN I DO WITH HIGHER EDUCATION AND ADDITIONAL TRAINING?

<i>Position Title</i>	<i>CA Median Salary</i>
Accountant	\$75,130
Auditor	\$75,130
Actuary	\$110,130
Compensation Specialist	\$70,030
Budget Analyst	\$84,850
Credit Analyst	\$77,540
Financial Examiner	\$94,430
Financial Planner	\$103,490

*For more information about careers, education and training requirements, salary data, and job outlooks visit [www.onetonline.org](http://www.onetonline.org).*

## ACCTG: PAYROLL AND INCOME TAX PREPARER/ ACCOUNTING FOR GOVERNMENT & NOT-FOR-PROFIT ORGANIZATIONS

---

**MAJOR AND COURSE REQUIREMENTS:**


---

**LEGEND:** G=Grade    IP=In Progress    N=Need    **Bold: Prerequisites**    Plain Text: No Prerequisites

**Requirements for the Payroll and Income Tax Preparer Certificate: (E117)**
*\*Non-Transcripted\**

		Grade	IP	Need	Units
ACCTG 1A	Financial Accounting				4
ACCTG 435	Payroll Accounting				3
ACCTG 460	Commercial Accounting Software				3
ACCTGFS 453	U.S. and California Income Tax Preparation				4

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

**Requirements for the Government and Not-for-Profit Organizations**
**Certificate: (L008)**
*\*Non-Transcripted\**

		Grade	IP	Need	Units
ACCTGA 1A	Financial Accounting				4
<b>ACCTG 430</b>	<b>Accounting for Governmental and for Not-for-Profit Organizations</b>				<b>4</b>
ACCTG 435	Payroll Accounting				3
ACCTG 460	Commercial Accounting Software				3

<b>COUNSELOR NOTES:</b>

\$46 per unit for CA Residents
--------------------------------

All courses required for a certificate must be completed with a minimum grade of C.