

ACCOUNTING TECHNICIAN	BACHELOR IN ACCOUNTING SCIENCES	CHARTERED PROFESSIONAL ACCOUNTANT (CPA)
<b>EDUCATION</b>		
Acquire <b>technical skills in accounting and management</b> .  ? Did you know that some universities offer a DEC-BAC bridging option?	<ul style="list-style-type: none"> <li>Obtain a <b>diploma of college studies</b> meeting the requirements for a bachelor's degree.</li> <li>Obtain a <b>bachelor's degree in accounting sciences or public accounting</b> offered at one of 11 Quebec universities.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain a <b>recognized undergraduate degree</b> or successfully complete the <b>equivalence of degree or training process</b>.</li> <li><b>Register</b> with the CPA Order.</li> <li><b>Pass the CPA Professional Education Program</b> by obtaining a <b>university graduate degree (DESS)</b> recognized by the Order or taking the online <b>national program</b> offered by the Order.</li> <li>Pass the <b>Common Final Examination (CFE)</b>.</li> <li><b>Accumulate 24 months of practical experience</b> in any kind of organization.</li> </ul>
<b>YEARS OF POST-SECONDARY EDUCATION<sup>1</sup></b>		
<b>3 years</b>	<b>5 years</b>	<b>6 to 8 years</b>
<b>PRACTICAL EXPERIENCE</b>		
Work-study internship, co-op placement or end-of-program internship, depending on the CEGEP.	Option of paid work-study internship, co-op placement or optional courses, depending on the university.	<b>Requirement for obtaining the professional designation:</b>  <b>24 months of paid practical experience</b> (recorded by the Order) during which a CPA mentor will provide guidance to the candidate.
<b>AREAS OF EXPERTISE</b>		
<ul style="list-style-type: none"> <li>Methodical approach and concision in presenting clear explanations to superiors</li> <li>Thoroughness, meticulousness and an eye for detail</li> <li>Problem solving ability</li> <li>Honesty and discretion</li> <li>IT proficiency</li> <li>Organizational skills</li> <li>Analytical skills</li> </ul>	<p style="text-align: center;"><b>Technical skills</b></p> <p style="text-align: center;">Financial reporting • Management accounting • Strategy and governance • Audit and assurance • Finance • Taxation</p> <hr/> <p><b>Enabling competencies</b></p> <ul style="list-style-type: none"> <li>Acting professionally and ethically</li> <li>Problem solving and decision making</li> <li>Communication</li> <li>Autonomy</li> <li>Collaboration and leadership</li> </ul>	<p>CPA professional education program allowing:</p> <ul style="list-style-type: none"> <li>integration of <b>CPA competencies</b></li> <li>application <b>in the workplace</b> of the knowledge, values, ethics and professional attitudes expected of CPAs</li> <li>acquisition of more <b>advanced knowledge</b> than acquired through university courses</li> </ul>
<b>EXAMPLES OF JOBS</b>		
Accounting/administrative technician • Payroll agent • Administrative assistant • Accounting clerk • Purchaser	Financial analyst • Internal auditor • Controller • Treasurer • Account manager	Controller • Financial manager • Financial analyst • Vice president, finance • Chief financial officer (CFO) • Account manager • Tax specialist • Corporate executive/entrepreneur • Forensic accountant • External/internal auditor • President and chief executive officer

<sup>1</sup> Depending on the student's selected educational conditions and personal background, and considering that the sessions are held on a full-time basis.

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<b>TYPES OF TASKS<sup>2</sup></b>		
<b>Operational</b>	<b>Professional</b>	<b>Professional/manager</b>
<ul style="list-style-type: none"> <li>• Handle routine administrative operations (cash, payroll, invoicing) and periodic operations (financial statements, government reports, source deductions and taxes)</li> <li>• Bookkeeping</li> <li>• Record accounts receivable and accounts payable</li> <li>• Reconcile bank accounts</li> <li>• Track accounts receivable and collect unpaid invoices</li> <li>• Perform administrative tasks</li> <li>• Work with CPAs</li> </ul>	<ul style="list-style-type: none"> <li>• Design, implement and administer accounting systems</li> <li>• Examine accounting records and prepare financial statements and reports</li> <li>• Design and apply calculation methods and internal control procedures</li> <li>• Review and analyze financial statements and accounts</li> <li>• Prepare income tax returns</li> <li>• Provide financial or tax advice</li> <li>• Develop financial strategies</li> <li>• Analyze performance indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze expenses and propose cost management improvements</li> <li>• Analyze budgets and <b>make forecasts</b></li> <li>• Propose practical <b>operational solutions</b></li> <li>• Improve the <b>management process</b></li> <li>• <b>Prepare business cases</b> for investment projects</li> <li>• <b>Advise businesses</b> on succession, acquisition, start-up or growth</li> <li>• Perform strategic planning and <b>implement financial strategies</b></li> <li>• Analyze and <b>predict how strategic and operational decisions</b> will affect financial results</li> <li>• Provide <b>business advice</b></li> <li>• Find and validate the most relevant data to <b>guide decision-making</b></li> <li>• <b>Supervise</b> the team of accounting clerks/technicians</li> <li>• <b>Sign audit</b> and review engagement reports<sup>3</sup></li> </ul>
<b>PROFESSIONAL OVERSIGHT</b>		
N/A	N/A	<ul style="list-style-type: none"> <li>• CPAs are overseen by a professional order (the Quebec CPA Order), whose <b>primary mission</b> is to <b>protect the public</b>.</li> <li>• As Quebec's <b>only accounting credential</b>, the CPA designation is synonymous with <b>quality</b> and <b>reliability</b>.</li> <li>• CPAs have access to many resources, services and development activities exclusive to their profession.</li> <li>• <b>Employers that hire a CPA benefit from:</b> <ul style="list-style-type: none"> <li>- Constantly updated knowledge through compulsory continuing education</li> <li>- Compliance with a code of ethics</li> <li>- Liability insurance</li> </ul> </li> </ul>
<b>TYPES OF EMPLOYERS</b>		
Businesses • Non-profit organizations • Federal and provincial governments • Municipalities • Accounting firms • Financial institutions • Insurance companies		

<sup>2</sup> Tasks may vary depending on the employer, the region and the position.

<sup>3</sup> The public accountancy permit allows CPAs to sign audit and review engagement reports because it is a reserved act under the CPA Act.