

ACCOUNTING TECHNICIAN	BACHELOR IN ACCOUNTING SCIENCES	CHARTERED PROFESSIONAL ACCOUNTANT (CPA)
EDUCATION		
Acquire technical skills in accounting and management . ? Did you know that some universities offer a DEC-BAC bridging option?	<ul style="list-style-type: none"> Obtain a diploma of college studies meeting the requirements for a bachelor's degree. Obtain a bachelor's degree in accounting sciences or public accounting offered at one of 11 Quebec universities. 	<ul style="list-style-type: none"> Obtain a recognized undergraduate degree or successfully complete the equivalence of degree or training process. Register with the CPA Order. Pass the CPA Professional Education Program by obtaining a university graduate degree (DESS) recognized by the Order or taking the online national program offered by the Order. Pass the Common Final Examination (CFE). Accumulate 24 months of practical experience in any kind of organization.
YEARS OF POST-SECONDARY EDUCATION¹		
3 years	5 years	6 to 8 years
PRACTICAL EXPERIENCE		
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.	Requirement for obtaining the professional designation: 24 months of paid practical experience (recorded by the Order) during which a CPA mentor will provide guidance to the candidate.
AREAS OF EXPERTISE		
<ul style="list-style-type: none"> Methodical approach and concision in presenting clear explanations to superiors Thoroughness, meticulousness and an eye for detail Problem solving ability Honesty and discretion IT proficiency Organizational skills Analytical skills 	<p style="text-align: center;">Technical skills</p> <p style="text-align: center;">Financial reporting • Management accounting • Strategy and governance • Audit and assurance • Finance • Taxation</p> <hr/> <p>Enabling competencies</p> <ul style="list-style-type: none"> Acting professionally and ethically Problem solving and decision making Communication Autonomy Collaboration and leadership 	<p>CPA professional education program allowing:</p> <ul style="list-style-type: none"> integration of CPA competencies application in the workplace of the knowledge, values, ethics and professional attitudes expected of CPAs acquisition of more advanced knowledge than acquired through university courses
EXAMPLES OF JOBS		
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

¹ 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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TYPES OF TASKS²		
Operational	Professional	Professional/manager
<ul style="list-style-type: none"> • Handle routine administrative operations (cash, payroll, invoicing) and periodic operations (financial statements, government reports, source deductions and taxes) • Bookkeeping • Record accounts receivable and accounts payable • Reconcile bank accounts • Track accounts receivable and collect unpaid invoices • Perform administrative tasks • Work with CPAs 	<ul style="list-style-type: none"> • Design, implement and administer accounting systems • Examine accounting records and prepare financial statements and reports • Design and apply calculation methods and internal control procedures • Review and analyze financial statements and accounts • Prepare income tax returns • Provide financial or tax advice • Develop financial strategies • Analyze performance indicators 	<ul style="list-style-type: none"> • Analyze expenses and propose cost management improvements • Analyze budgets and make forecasts • Propose practical operational solutions • Improve the management process • Prepare business cases for investment projects • Advise businesses on succession, acquisition, start-up or growth • Perform strategic planning and implement financial strategies • Analyze and predict how strategic and operational decisions will affect financial results • Provide business advice • Find and validate the most relevant data to guide decision-making • Supervise the team of accounting clerks/technicians • Sign audit and review engagement reports³
PROFESSIONAL OVERSIGHT		
N/A	N/A	<ul style="list-style-type: none"> • CPAs are overseen by a professional order (the Quebec CPA Order), whose primary mission is to protect the public. • As Quebec's only accounting credential, the CPA designation is synonymous with quality and reliability. • CPAs have access to many resources, services and development activities exclusive to their profession. • Employers that hire a CPA benefit from: <ul style="list-style-type: none"> - Constantly updated knowledge through compulsory continuing education - Compliance with a code of ethics - Liability insurance
TYPES OF EMPLOYERS		
Businesses • Non-profit organizations • Federal and provincial governments • Municipalities • Accounting firms • Financial institutions • Insurance companies		

² Tasks may vary depending on the employer, the region and the position.

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