Certificate in QuickBooks Online



Gain an essential skillset for administration and finance roles (Australia-wide). Learn QuickBooks Online fundamentals: payroll setup, categories, employees, reports, bank reconciliation, super, and online banking. Get a recognised certificate to show employers your skills. Enrol today!

COURSE DURATION: 6 Months Access | ~ 15 hours

What you will learn?

1. Introduction to QuickBooks Online
2. QuickBooks Company File Setup
3. Online Banking with QuickBooks
4. Transactions with QuickBooks (incl PO)
5. Payroll & Superannuation in QuickBooks
6. Bank Reconciliations in QuickBooks
7. Managing GST and BAS with QuickBooks
8. QuickBooks Reporting Overview

Potential Job Outcomes

- Bookkeeping Assistant
- Accounts Administrator
- Office Administrator (Finance Focus)
- Payroll Assistant
- Small Business Accounting Support
- GST/BAS Assistant
- Freelance Bookkeeper (QuickBooks)
  Virtual Assistant (Accounts Focus)
- Finance Support for SMEs
- QuickBooks Consultant (with experience)

Career Benefits

- Discover how to manage GST & BAS with Quickbooks online
- Learn how to operate a QuickBooks certification Australian company file setup
- Designed for business owners, managers, and accounts people
- Use a QuickBooks certification course to manage your client's accounts
- Earn 15 Continuing Professional Development hours
- Receive unlimited tutor support from experienced professionals
- The Career Academy is a QuickBooks Education Partner

Excellent ★★★★★ 9000+ reviews on ★ Trustpilot

"The team are transparent and coordinate with you the whole way! The course is easily laid out and instructions are easy to follow. Online learning has suited me, giving me a balance of work and study life. Career Academy is my number #1 choice. Currently doing my second course with them."

- Mietta Mattox

The Career Academy
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LAUNCH YOUR CAREER

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