Accounting & Bookkeeping Specialist

Taking classes at Towson University prepares you for a new career in under nine weeks.

Bookkeepers in Maryland earn an average of $45,130.

Salary ranges vary depending on education, certifications, and additional skills.

ALL CLASSES FEATURE REALISTIC EXERCISES AND SIMULATIONS TO REINFORCE YOUR KNOWLEDGE AND SKILLS.

Skills learned at TU:
- Complete accounting cycle
- Double-entry bookkeeping
- Payroll calculation
- Ledger and financial statements

Additional training on:
- Microsoft Excel
- QuickBooks
- Peachtree
- Microsoft Dynamics Great Plains

Computer lab access:
- Access to a computer lab for 30 days beyond the class for hands-on training sessions.

Completing the TU program prepares you for positions such as:

- Billing clerk
  Expected to add 127,900 over next 10 years.

- Payroll clerk
  Median salary of $43,890.

- Hotel night auditor
  Our region offers one of the highest pays for this position.

- AR/AP clerk
  Projected to grow 11% over next four years.

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