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Course Name

Certificate in Accounting Operations

Sector Name

Finance, Accounting and Banking

Document Type

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Certificate in Accounting Operations

Course Introduction

Strong accounting operations are essential for ensuring accurate financial records, compliance, timely reporting, and effective internal control. As organizations grow and transactions increase in volume and complexity, the accounting function must operate efficiently, consistently, and with high attention to detail to support both business performance and governance requirements.

Recognizing the importance of disciplined and well-coordinated accounting processes, **BOOST Consulting & Training** has developed the Certificate in Accounting Operations program to provide participants with a practical, hands-on understanding of day-to-day accounting activities and operational best practices. This program focuses on building a strong foundation in the full accounting cycle and the controls that support it.

The course covers transaction processing, account reconciliations, sub-ledger management, month-end closing, documentation standards, and financial reporting support. Participants will learn how to improve process efficiency, accuracy, control, and coordination across accounting activities while strengthening their ability to support audits, compliance requirements, and management reporting.

Through practical examples, structured guidance, and applied exercises, participants will gain the skills and confidence required to manage accounting operations effectively in a professional environment.

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Target Audience

- ✓ Junior and mid-level accountants
- ✓ Accounts payable and accounts receivable staff
- ✓ General ledger and reconciliation officers
- ✓ Finance assistants and accounting clerks
- ✓ Payroll and fixed asset accounting staff
- ✓ Finance team leaders supervising accounting operations
- ✓ Professionals transitioning into accounting roles

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Learning Objectives

- ✓ Understand the structure and responsibilities of accounting operations within organizations
- ✓ Apply best practices in daily accounting transaction processing and documentation
- ✓ Manage the key accounting cycles (AP, AR, payroll, fixed assets, inventory) effectively
- ✓ Perform accurate account reconciliations and resolve discrepancies efficiently
- ✓ Execute month-end and year-end closing procedures with discipline and control
- ✓ Improve accuracy, timeliness, and consistency in accounting operations
- ✓ Strengthen internal controls and ensure compliance with organizational policies
- ✓ Support audit requirements through proper records management and evidence tracking
- ✓ Identify operational inefficiencies and implement process improvements in accounting workflows

Certificate in Accounting Operations

Course Outline

✓ DAY 01

Accounting Operations Overview and the Accounting Cycle

- ✓ Role of accounting operations in financial management
- ✓ Overview of the end-to-end accounting cycle
- ✓ Chart of accounts and transaction classification
- ✓ Documentation standards and audit trails
- ✓ Common accounting errors and how to prevent them
- ✓ Coordination between accounting and other departments

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Course Outline

✓ Day 02

Accounts Payable (AP), Purchasing Cycle, and Expense Controls

- ✓ Procure-to-pay process overview
- ✓ Invoice processing and approval workflows
- ✓ Expense coding and cost allocation
- ✓ Managing supplier accounts and reconciliations
- ✓ Controls over payments and disbursements
- ✓ Preventing duplicate or unauthorized payments

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Course Outline

✓ Day 03

Accounts Receivable (AR), Revenue Cycle, and Cash Application

- ✓ Order-to-cash process overview
- ✓ Invoicing and revenue recording procedures
- ✓ Credit control and customer account management
- ✓ Cash receipt processing and bank deposits
- ✓ Applying customer payments and resolving discrepancies
- ✓ Monitoring receivables aging and collection follow-up

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Course Outline

✓ Day 04

Reconciliations, Fixed Assets, Payroll, and Adjustments

- ✓ Importance of reconciliations in accounting control
- ✓ Bank, intercompany, and balance sheet reconciliations
- ✓ Fixed asset recording, depreciation, and tracking
- ✓ Payroll accounting basics and related controls
- ✓ Accruals, prepayments, and adjusting journal entries
- ✓ Supporting documentation for adjustments

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Course Outline

✓ Day 05

Month-End Close, Reporting Support, and Process Improvement

- ✓ Month-end and year-end close processes
- ✓ Closing checklists and timelines
- ✓ Supporting financial reporting and management reports
- ✓ Maintaining strong internal controls during close
- ✓ Identifying inefficiencies in accounting workflows
- ✓ Applying process improvement techniques in accounting

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 \$	KSA , Riyadh
Oct. 10, 2027	Oct. 14, 2027	5 days	4250.00 \$	KSA , Riyadh

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