

FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR ADMINISTRATIVE PROFESSIONALS

Learn the basics of accounting for administrative professionals and increase your value.
Seminar #2518

Overview

Gain confidence in dealing with financial information. Understand the financial aspect of the business and ensure budgets and expenses stay on track.

Increase your value to your boss and company especially during challenging economic times when financial acumen is expected at every organizational level. An introduction to the fundamentals of accounting for administrative assistants, secretaries, executive secretary and other administrative professionals, this seminar gives you an understanding of the financial aspects of business to ensure budgets and expenses stay on track.

Schedule

- [3] days
- [3] days - \$1,895 Non Members
- [3] days - \$1,695 AMA Members
- [3] days - \$1,451 GSA

Credits

1.8 CEU

Schedule

We have 7 scheduled sessions located nationwide starting between 6/20/2012 - 1/23/2013

Date	Location	Duration
Jun 20, 2012 - Jun 22, 2012	New York, NY	3 Days
Aug 1, 2012 - Aug 3, 2012	San Francisco, CA	3 Days
Oct 8, 2012 - Oct 10, 2012	Arlington/Washington DC, DC	3 Days
Oct 15, 2012 - Oct 17, 2012	Chicago, IL	3 Days
Oct 29, 2012 - Oct 31, 2012	New York, NY	3 Days
Nov 26, 2012 - Nov 28, 2012	Atlanta, GA	3 Days
Jan 23, 2013 - Jan 25, 2013	Arlington/Washington DC, DC	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Learn how to apply the basics of accounting for administrative professionals' duties • Understand accounting language, key terms and financial definitions
- Understand financial statement analysis and balance sheet analysis
- Study annual reports to determine your company's overall condition
- Gain familiarity with the accounting process
- Assist your manager with the ability to make bottom-line decisions with knowledge of the numbers end of the busines
- Dramatically expand your professional expertise ...and open up new career possibilities for yourself

What You Will Cover

- Different methods of cash flow
- Basic accounting and budgeting
- Double-entry accounting
- The annual report and the auditor's role
- Evaluating a company's financial statements

Who Should Attend

Administrative assistants, secretaries, executive secretaries and other administrative professionals working with managers or executives who handle financial matters.

Special Feature

Please bring a calculator and a copy of your annual report (if available).

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)