

BUS 114 – Survey of Accounting Adjunct Job Description:

Position Overview: We are seeking a qualified and passionate Adjunct Instructor to teach BUS 114 – Survey of Accounting, an introductory course covering both financial and managerial accounting topics. The instructor will be responsible for delivering engaging recorded lectures, facilitating discussions, and guiding students through the fundamental concepts of accounting. This role requires a strong understanding of accounting principles and the ability to effectively communicate complex topics to students.

Key Responsibilities:

- Record weekly lectures to cover weekly topics and learning outcomes.
- Provide 1.5 hours of individualized tutoring each week, focusing on areas such as job costing, process costing, and activity-based costing. Required to use Calendly for students to schedule tutoring time.
- Develop and deliver course content that aligns with the course outcomes, ensuring students can complete and analyze financial statements, including income statements, balance sheets, and statements of retained earnings.
- Teach students how to prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements.
- Introduce students to managerial accounting concepts, including cost behavior, budgeting, and decision-making processes for internal financial managers.
- Foster an interactive and supportive learning environment that encourages student participation and collaboration.
- Assess student performance through assignments, exams, and projects, providing timely feedback to support their learning.
- Utilize various teaching methods and technologies to enhance the educational experience, including online learning platforms if applicable.
- Collaborate with the department chair to update curriculum, course materials, and ensure consistency in teaching methodologies. Instructors will be responsible for maintaining and updating course content. This includes staying current with developments in the field of accounting and incorporate relevant examples into the curriculum.
- Utilize various teaching methods to engage students and foster a collaborative learning environment.
- Monitor student progress, identify areas of difficulty, and develop strategies to support improvement. Provide timely feedback and resources to students to enhance their learning experience and academic performance.

Qualifications:

- Current CPA license with Bachelor's degree in Accounting/Finance, MBA, or Master's degree in accounting.
- Strong knowledge of financial and managerial accounting principles and practices.
- Minimum of 5 years of previous asynchronous, online teaching experience in accounting.

- Excellent interpersonal and communication skills, with the ability to explain complex concepts easily.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability to meet student needs.
- Proficient in using online learning platforms and technology to facilitate tutoring sessions.
- Experience in developing thorough and relevant accounting course content for online modalities.