

**SAN JOAQUIN DELTA COMMUNITY COLLEGE**  
**Accounting Instructor**  
**(Associate Professor)**

**DESCRIPTION**

Under the general supervision and direction of the Applied Science, Business and Technology Division Dean, the primary responsibility of this position is teaching courses in the Accounting discipline.

**DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but not limited to:*

1. Instruct courses in Principles of Accounting, Financial Accounting, Managerial Accounting, Payroll Accounting, Bookkeeping, federal and state Income Tax, Spreadsheets for Accounting, and similar courses.
2. Advise and assist students in achieving stated course objectives. Evaluate the progress of each student and notify students in need of counseling services and/or tutorial assistance.
3. Assist the Division Dean in cooperating with campus and community groups to provide programs, courses, and information relevant to the needs of the students and the Accounting and Business Division programs.
4. Assist the Division Dean in the preparation of required reports by providing requested information.
5. Assist in the marketing and promotion of the Accounting and Business Division programs by participating in special college sponsored events and by visiting local businesses and schools.
6. Participate in the process of curriculum review and modification.
7. Complete various reporting procedures as required for student evaluation, course reporting and budget development.
8. Attend various departmental, divisional and campus-wide activities and events as stipulated.
9. Participate in departmental, divisional and campus-wide committees as part of the shared-governance process.
10. Participate in divisional committees as assigned by the Division Dean.

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11. Perform other necessary duties which assure the smooth functioning of the Division, as assigned by the Division Dean and as outlined in Board Policy.

**MINIMUM QUALIFICATIONS:**

- Master's in Accountancy or business administration with accounting concentration, **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with accounting emphasis **AND** Master's in business, business administration, business education, taxation, or finance **OR** Bachelor's degree with a CPA (California Public Accounting) license **OR** the equivalent.
- Demonstrated teaching experience.
- Sensitivity to and demonstrated success teaching in a diverse academic, socioeconomic, cultural, disability, and ethnic environment such as a community college.

**DESIRABLE QUALIFICATIONS:**

- Experience in teaching postsecondary Accounting especially at the community college level.
- Demonstrated expertise in accounting-related training. Demonstrated occupational employment in accounting.
- Demonstrated ability to adapt teaching strategies and techniques to different levels of students' ability and learning styles.
- Demonstrated ability to adapt teaching strategies and techniques to students from different cultures and ethnic groups.
- Demonstrated ability to use innovative and creative teaching techniques and equipment including the use of multimedia hardware and software and on-line instructional techniques.
- Demonstrated leadership in developing curriculum for accounting. Demonstrated leadership, ability, and desire to stay current in the field.
- Demonstrated leadership and ability to work with business and industry in order to coordinate the educational program with the needs of the community.

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- Desire and willingness to put in the time necessary to make the educational programs successful.
- Interest in and knowledge of teaching online and other distance education courses.
- Professional certification in Accounting.
- Expertise in the use of computers for teaching and management of online course information. Familiarity and ability to teach in a distance learning environment.
- Ability to teach in a technologically rich environment. Ability to teach in a large lecture format.

Revised: 7/28/06

Revised: 1/12