

BUS 217 – Principles of Financial Accounting Adjunct Job Description:

Position Overview: We are looking for a dedicated and knowledgeable financial accounting adjunct instructor to support students in our BUS 217 - Principles of Financial Accounting courses. This role will focus on enhancing student understanding of key concepts in managerial accounting, including product costing, cost behavior, budgeting, and financial statement analysis. The instructor will facilitate learning through weekly recorded lectures and personalized tutoring, ensuring students grasp the essential skills needed for success in their coursework.

Key Responsibilities:

- Record weekly lectures to cover weekly topics and learning outcomes.
- Provide 1.5 hours of individualized tutoring each week, focusing on financial accounting topics. 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 the purpose and components of accounting information systems and guide them in recording and posting accounting transactions.
- Instruct students on preparing trial balances, adjusting journal entries, and closing journal entries, culminating in the preparation of financial statements.
- Explain the role of internal control systems and demonstrate cash controls through bank reconciliations and petty cash reports.
- Guide students in estimating bad debt expenses, evaluating accounts receivable, and calculating cost of goods sold using various inventory costing methods.
- Facilitate discussions on depreciation methods, fixed asset evaluation, and the accounting for bonds and liabilities.
- Teach students how to account for equity transactions, including stock issuance and dividends, and prepare the statement of cash flows.
- Develop and deliver course content that aligns with the course outcomes. Assist students in understanding and applying concepts such as cost-volume-profit analysis, variance analysis, and capital investment decisions.
- Foster an engaging 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 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.