

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

TITLE: Accounting Instructor

DIVISION: Arts & Science/Business & Health

BASIC FUNCTION: Full-time, nine month contract. This position includes instructional responsibility for all courses in accounting, and including, if appropriate, teaching assignments in business, economics, finance and management.

QUALIFICATIONS: **Required –** Master's Degree in accounting, or Master's Degree in a related field with 18 graduate credits in accounting or with 18 graduate credits in related field as prescribed by the IA DE, or Bachelor's Degree in accounting with a current CPA, MA, CFA, or other accounting license or recognized certification.

Demonstrate knowledge of teaching in multiple modalities.

Exhibit knowledge in both accounting and related business disciplines appropriate to higher education instruction.

Ability to work with wide range of students.

Preferred – Current CPA license.
Previous collegiate level instructional experience.
Ability to provide effective instruction in a broad spectrum of courses within the disciplines of accounting and related business.
Bilingual in the English and Spanish languages.

The successful applicant for this position will be required to meet the new instructor criterion as established by the Northwest Iowa Community College Quality Faculty Plan.

SUPERVISOR: Dean-Arts & Sciences/Business & Health Division

DUTIES/RESPONSIBILITIES:

1. Conduct effective instruction in all assigned areas, using approved course outlines.
2. Develop and maintain current course syllabi/outlines for assigned courses.
3. Notify the Division Dean, CAO, or designee as early as possible of inability to meet a class.
4. Measure and evaluate student progress and maintain accurate grade computations. Submit grade reports to Student Services according to designated timelines.
5. Attend all faculty and division meetings and serve on college committees as appropriate.
6. Schedule and meet with program advisory committee a minimum of twice per year.
7. Recommend library books and films.
8. Assist in the budgeting process by identifying instructional materials and equipment.
9. Counsel, advise, and/or refer students as appropriate.
10. Maintain evidence of competency achievement (knowledge and application of knowledge) and demonstrate continuous professional development as outlined in the Quality Faculty Plan.
11. Assist in promotion and recruitment of the instructor's respective program(s).
12. Submit requisitions for needed supplies to immediate supervisor.
13. Serve as a resource person for students and graduates regarding job opportunities.
14. Enforce all Northwest Iowa Community College student policies.
15. Participate in professional development activities.
16. Lead the VITA Site as a service learning project for students.
17. Provide students written course expectations, including course objectives, attendance policy, methods of evaluation, and grading practices.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

N = Not Applicable O = Occasional (10-33%) C = Constant (67-100%)
S = Seldom (1-9%) F = Frequent (34-66%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- O Kneeling: Bending legs at knee to come to a rest on knee and hands.
- S Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- O Reaching: Extending hand(s) and arm(s) in any direction.
- F Standing: Particularly for sustained periods of time.
- F Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- O Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- F Grasping: Applying pressure to an object with the fingers and palm.
- F Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- F Hearing: Perceiving the nature of sounds.
- O Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- F Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

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Wage/Salary Range: \$40,374.87 – \$44,000.00 to \$ (nine-month contract, 172 days)

Application Closing Date: As soon as filled.

Anticipated Employment Date: As soon as possible.

Application Process: Applications will be accepted until the position is filled. If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise. A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

Selection Process: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

For more information contact: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: rcarlson@nwicc.edu.

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.