



Accounting Instructor

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as an Accounting Instructor.

Duties and Responsibilities

Helena College is seeking a full-time, tenure track, Accounting Faculty. Helena College is committed to building an inclusive and diverse campus community that fosters creativity, innovation, and student success. Faculty are professional educators with the primary responsibility of providing quality educational experiences and support for all Helena College students, in accordance with the philosophy, mission, policies, and procedures of the College.

The Business and Accounting program at Helena College has a well-established reputation for providing quality education, preparing graduates for employment within the field or transfer to continuing educational opportunities. The Business and Accounting program is a fully online/remote academic program, allowing Helena College to better serve students and employers, particularly those in rural areas.

This position will be responsible for teaching 30-32 credits in the academic year, in addition to other instruction-related and college service-related duties. This faculty position is expected to live in the Helena area as many college events, meetings, etc. may need to be attended in person.

A qualified applicant will:

- Demonstrate a commitment to and an understanding of the Helena College mission, vision, and strategic goals.
- Create an environment that acknowledges, encourages, and celebrates all differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seek opportunities to gain experience working and collaborating in diverse and inclusive settings with a willingness to change for continual improvement.

Duties and Responsibilities this position will be responsible for:

- Instruction of 30-32 credits per academic year, primarily in online, hyflex, and virtual formats.
- Course preparation.
- Curriculum design, both at the course and program level.
- Assessment, both at the course and program level.
- Use of a variety of teaching methods to enhance understanding, including lecture, group discussions and activities, case studies, etc.
- Participation in necessary institutional functions such as, but not limited to, college committees, student clubs, program advisory councils, student/faculty recruitment, budget development, and collaboration with faculty and student affairs.
- Professional development/improvement activities, both educational and occupational

Preferred Experience:

Education:

- Experience teaching in higher education, preferably at the two-year level.
- A strong commitment to student-centered learning and the ability to provide valuable learning experiences for students.
- Experience in curriculum design, both at the course and the program level.
- Experience in online instruction and design.
- Ability to plan, develop, implement, evaluate/assess, and continuously improve instruction.
- Ability to effectively combine an array of methods to enhance understanding, including lectures, group discussions and activities, demonstrations, individual activities, etc.
- Understanding of and ability to use teaching methods that best serve individual students' needs, interests, and ability to learn.
- Collaborate with faculty and other stakeholders on program and curriculum development.
- Familiarity with current issues and trends in higher education, specifically in two-year education.
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

Accounting:

- Preparation of financial statements
- Payroll accounting
- Financial accounting
- Managerial accounting
- Income tax
- Government & not for profit accounting

Communication Skills:

- Excellent written and verbal communication skills.

Minimum Qualifications:

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Have a Bachelor's degree in Accounting, or another related graduate program. Equivalent combination of education and experience and/or certifications will also be considered.

Preferred qualifications:

Master's degree in Accounting,
CPA license.

Prior teaching experience at the college level, two years preferred.

Experience teaching online and using a LMS and educational technology.

Experience working in the accounting field.

Benefit and Salary Information:

The base salary range is commensurate with experience.

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance.

Additional information on benefits can be found by visiting:

<https://choices.mus.edu/employees.asp>

Application Procedures:

Please email your cover letter, resume, transcript and references to:

hchumanresources@helenacollege.edu. Incomplete applications may not be considered.

Union Information:

[Helena Teachers' Union, MFPE, NEA, AFT, AFL-CIO](#)

Deadline to Apply:

This position is open until filled, the first review will be on Sunday, May 9, 2021, at 11:59pm.

Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender:

Male

Female

Race/National Origin:

White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

No Military Service

Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

Newspaper Job Service Referral Posting Web Career Fair Other: