

Functional Title Instructor – Bookkeeping/Accounting I & II

	Research Foundation (Y/N)	Tax Levy (Y/N)
List payroll title for type of payroll		
Payroll Title		CET
Payroll Title Code		
Title Group		
Salary Grade		
Position Type		Part-Time
Work Location		25 Broadway 8th Floor
	Min.	Max.
Salary		
Full-Time		
Salary		
Part-Time	\$44.00	\$50.00
Weekly number of hours to work	3	6

INTRODUCTION TO DEPARTMENT

The Center for Continuing Education and Workforce Development at the Borough of Manhattan Community College offers business and professional development programs that are designed to provide individuals with the knowledge and skills necessary to succeed in the business world and enhance their professional growth. These courses cover a range of topics, from bookkeeping to the acquisition of notary public licenses, and career development activities tailored to meet the diverse needs of students and professionals. The content of these courses emphasizes the constantly shifting business landscape and prepares individuals for success in the workplace. They often include real-world case studies, examples, and resources to support evidence-based teaching. Professional development opportunities are crucial for employees since they introduce new skills and help hone existing ones – benefiting the workforce of businesses. Courses are taught in person.

JOB DESCRIPTION

Instructors will report directly to the Program Manager - Business, or designee, and have the following responsibilities:

- Certified public accountant instructs students in basic and advanced bookkeeping and accounting courses – the curricula of which will help to prepare them for either further coursework in a two- or four-year college or entry-level financial and accounting positions in the private, non-profit, and public sectors.

QUALIFICATIONS

- Bookkeeping and accounting instructor should be AICPA-certified, hold a BBA or MBA in accounting from an accredited college and university and have 3 to 5 years of experience as a practicing accountant in either the private, public, or non-profit sectors.

PREFERRED QUALIFICATIONS

- Demonstrated teaching experience in the courses listed above.
- Experience with curriculum development.

- Highly organized and focused with superior follow-through and attention to detail as well as excellent communication and strong time management skills.

Open until filled. Review of resumes will begin after October 1, 2025.

How to Apply:

Candidates should email their resume and cover letter to ACE@bmcc.cuny.edu with the subject line “application – Instructor Bookkeeping/Accounting I & II” to be considered for this position.