

Certified Public Accountant Continuing Education Faculty,
Part-Time, (Non-Credit)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=255461>

Downloaded On: Jun. 18, 2025 3:07am

Posted Apr. 7, 2025, set to expire Aug. 6, 2025

Job Title Certified Public Accountant Continuing Education Faculty,
Part-Time, (Non-Credit)

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Apr. 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Faculty Associate
Adjunct Professor
Lecturer/Instructor

Academic Field(s) Business

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Job Description

Posting Details

Position Information

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Requisition Number: FAC00406

General Description

Corporate Solutions Department at the Community College of Philadelphia is seeking part-time Instructors to develop and teach professional development seminars for Certified Public Accountants.

Corporate Solutions provides credit and noncredit education to businesses, organizations, and individuals wishing to enhance their skillset and meet educational goals. We offer a comprehensive menu of high quality continuing education and career-training programs brought to you by our expert faculty and staff. Corporate Solutions delivers programming through the following business lines: Continuing Education and Career Training, Contract Training, Corporate College, Small Business Training - Center for Small Business & Power Up Your Business, and Workforce Testing.

Community College of Philadelphia is the largest public institution of higher education in the City. Since 1965, over 500,000 students have passed through our doors seeking associate's degrees, certificates, improved workplace skills and lifelong learning. Many of our degree students transfer to four-year institutions while others seek employment in the Philadelphia region. Over 90 percent of our graduates remain in the area and seek employment, strengthening our local economy and workforce. Local businesses look to us to provide workplace training to keep their workers skilled and their companies competitive.

Specific Responsibilities

- Develop and teach professional development seminars for Certified Public Accountants. Classes to be held during the evening 5:30 - 8:30/9 p.m. Course development and customization are the responsibility of the instructor. This position pays a competitive hourly rate.
- Develop course syllabus to include student learning outcomes. Current topics in accounting, auditing, attest, taxation, and relevant professional development needed. Example topics to include but not limited to: 401k Plans; Foreign Deposits; Estate Planning- Estate and Gift Tax Laws; Inheritance Tax, FATCA (Foreign Account Tax Compliance Act) & FBAR Reporting for Individuals; GAAP/GAAS Update; Non-Profit Accounting; Financial Statement Disclosures - Current Requirements and Developing Issues; Review & Compilation Procedures Reporting; New Revenue Accounting Rules; Assessing Fraud Risk; Performance Audit, Real Estate

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Accounting.

- Incorporate appropriate teaching-learning strategies, technologies, and evaluation of student learning.
- Adhere to professional and ethical standards of conduct.
- Manage classroom dynamics.
- Document student daily attendance.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Demonstrate appropriate use of existing technology to further learning for students. Incorporate instructional technology to support the learning process.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Manage the learning environment with a student-centered focus. Implement diverse teaching and learning strategies that accommodate the learning styles of students.
- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Recognize the unique needs, culture, and context of students and advocates for their learning and well-being.

Minimum Qualifications

- Bachelor's degree.
- Certified Public Accountant.
- Qualified candidates will have working knowledge of designing and delivering effective curriculum and lessons. Strong interpersonal skills, a passion for training, and the ability to engage and connect with students.
- Minimum 2 years' experience teaching adult learners.

Preferred Qualifications

- Master's Degree / J.D.

Work Location: Main Campus

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Benefits Summary

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree?
 - Yes
 - No
2. * Are you a Certified Public Accountant?
 - Yes
 - No
3. * Do you have working knowledge of designing and delivering effective curriculum and lessons?
 - Yes
 - No
4. * Do you have a minimum of 2 years' experience teaching adult learners?

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- Yes
 - No
5. * Do you have a Master's Degree or J.D.?
- Yes
 - No
6. * How did you first learn about this employment opportunity?
- Community College of Philadelphia Website
 - Careerbuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Job Fair
 - Indeed.com
 - HireVeterans.com
 - HERC - Higher Education Recruitment Consortium
 - CCP - Faculty Recruiting Event
 - Other
7. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Curriculum Vitae
2. Cover Letter/Letter of Application
3. References

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts

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4. Letters of Recommendation
5. Other Document (See Special Instructions to Applicant)
6. Resume

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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