
Job Title	Instructor - Bookkeeping/Accounting I & II
PVN ID	BM-2509-007022
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education/CUNY in
Status	Part Time
Hourly Rate	\$44.31-\$44.31
Hour(s) a Week	3.00-9.00
Closing Date	Nov 16, 2025 (Or Until Filled)

General Description

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.

Other Duties

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.
- Other duties as assigned.

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.

OTHER 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.