



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Accounting Professor</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	School of Business and Communications	W/C Classification	8868 – Administration/Faculty
Reports To:	School of Business and Communications Department Chair	Effective Date:	9/24/2019

SUMMARY

The Master's University is considering the possible addition of a full-time faculty position in the Accounting emphasis in the Department of Business Administration. This position, if filled, would begin as early as the Spring 2020 semester.

ESSENTIAL FUNCTIONS

- Teach a schedule of classes consisting of approximately 12 units per semester.
- Develop and oversee an emphasis in Accounting with the Business Administration Program.
- Provide academic advisement and support to the personal development of the students.
- Complete the normal departmental and institutional administrative duties such as attending faculty meetings, textbook ordering, and coordination of the scheduling of classes.
- Assume supplementary responsibilities that will include participation in at least two academic committee assignments.
- Perform other related duties as established or assigned.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- A doctoral degree in a Business-related field. Individuals with a master's degree with strong preparation and promise will also be considered. CPA licensed.
- Job or teaching experience in the field of business with specific emphasis in accounting.
- Ability to develop and oversee an emphasis in accounting within the Business Administration.
- Ability to effectively teach accounting courses as well as other general business courses.
- A strong commitment to the doctrinal position and philosophy of the teaching ministry of The Master's University.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Excellent oral and written communication skills.
- Excellent interpersonal skills, including the ability to establish and maintain effective working relationships with staff, faculty, and students of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There are no travel requirements for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.