



**JOB TITLE:** Accounting & Finance Faculty-CORE (FT) Rocklin Campus  
**SCHOOL:** School of Business  
**SUPERVISOR:** Dean, School of Business

**WILLIAM JESSUP**  
UNIVERSITY

### **MAJOR PURPOSE:**

The School of Business is seeking a full-time core faculty member for the Bachelor of Accountancy (BAcc), and Bachelor of Business Degree Programs to advance the mission of William Jessup University. The candidate will be involved in the quality preparation and delivery of course material, curriculum development, and program expansion. The candidate must demonstrate proven leadership, and pedagogical expertise. There is also potential for the candidate to become the lead faculty within the BAcc program. This is a tenure track position, beginning with a rank of assistant professor.

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### **ESSENTIAL FUNCTIONS:**

- Teach eight (8) courses each academic year in specialized areas (accounting/ finance), evaluate, provide useful feedback, and grade student work, assignments, and progress.
- Provide leadership and guidance for course development, research opportunities, management of advising and collaboration with program Leads and Deans.
- Work closely with the Master of Accountancy (MAcc) Program Director and promote the combined BAcc/MAcc Degree Program. Assist in the recruitment of high school seniors and community college accounting transfers into the combined BAcc/MAcc Degree Program.
- Assist in the coordination and expansion of the undergraduate accounting/finance internship function with local CPA & CFP firms, and accounting/finance departments of local organizations.
- Provide student supervisory oversight when indicated.
- Work in a collaborative manner with other colleagues to provide exemplary academics.

### **OTHER FUNCTIONS:**

- Assist in the development, evaluation, and implementation of BAcc assessment programs.
- Provide academic and administrative perspectives when reviewing and recommending policies, budget decisions, and advice on hires within the BAcc program.
- Attend/participate in graduation ceremonies, School of Business events, and other university functions to support the school.

### **QUALIFICATIONS (Minimum)**

- Sound Christian testimony with the ability to integrate faith and learning.
- A master's degree in accounting or higher from an accredited institution which includes course work in financial reporting, intermediate accounting, taxation, and audit.
- At least ten (10) years of relevant accounting industry experience.
- Experience teaching college accounting courses at the undergraduate and graduate level.
- Possess a Certified Public Accountant (CPA) designation, active license preferred.

### **SKILLS / ABILITIES**

- Ability and willingness to work effectively with a diverse student and faculty/staff population.
- Familiarity with relevant accounting technology and information systems.
- Ability and willingness to work effectively with international students.

- Willingness to build and teach courses in all modalities (face to face day, evening, weekend formats, remote/synchronous, fully online/asynchronous, etc.)

### **MENTAL DEMANDS**

- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

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### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions and prayer, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

### **WORKING CONDITIONS:**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided. This position is campus based in Rocklin (100%).

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### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date

**NOTE: ALL POTENTIAL OFFERS OF EMPLOYMENT ARE PENDING AVAILABLE FUNDING AND FINAL APPROVAL BY ADMINISTRATION**