

## Classification Description

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**Job Title:** Accounting Tutor

**Pay Grade:** TEMP

**Job Code:** 9092A

**FLSA Status:** Non-exempt

### **Job Purpose**

This temporary position is responsible for working with students on areas such as intro accounting, financial accounting and managerial accounting. The Accounting Tutor typically meets with a student in a one-on-one tutoring session. Responsibilities include, but are not limited to, assisting students with projects and helping them master Microsoft Excel and Quickbooks. The School of Business and Technology Tutoring Center is open Monday - Friday from 10 a.m. - 4 p.m. Hours will vary within this schedule.

### **General Responsibilities**

#### **Essential Functions**

Reviews material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.

Provides feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

Assists students with homework, projects, test preparation, papers, research and other academic tasks.

Provides supplemental instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.

Organizes tutoring environment to promote productivity and learning.

Participates in training and development sessions to improve tutoring practices or to learn new techniques.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

**Knowledge, Skills and Abilities**

**Minimum Qualifications**

High school diploma or GED.

Successfully completed advanced accounting courses, earning no lower than a B and have an overall GPA of at least 3.0; minimum of 12 credit hours.

If currently attending College, applicants are required to supply at least two (2) Instructor references.

Knowledgeable in the accounting field with a strong academic background in accounting to include:

- Introduction, financial, managerial and tax accounting.
- Various tutoring methods.
- Computers and related software applications.

Skills:

- Ability to organize tutoring environment to promote productivity and learning.
- Ability to provide feedback to students to encourage, motivate and build confidence.
- Ability to identify, develop or implement individual education plans for students.
- Ability to work schedule demands, as needed.
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

## ACCOUNTING TUTOR (TEMP)

- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	June 27, 2022.