



Accounting and Payroll Instructor

Canadian Business College – Greater Toronto Area, ON

Incorporated in 1992, the Canadian Business College (“CBC”) is an award-winning Private Career College that offers a broad range of professional training and diploma programs in accounting, business, law, computer programming, graphics, child care, and health care. CBC offers day-time and evening classes through its three campuses across the GTA. Recent awards include (i) Gold Consumers Choice Award for Business Colleges in Toronto (2012), (ii) Gold Consumers Choice Award for Computer Training in Toronto (2012) and, (iii) Top Choice Award for Business Schools in the GTA (2011).

The Accounting and Payroll Administrator program is certified by The Canadian Payroll Association and offers students training in Windows, MS Office, Bookkeeping, Quickbooks, Simply Accounting, AccPac and Canadian Payroll. Graduates enjoy careers as accounting clerks and can calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other routine financial records.

Job Description:

Canadian Business College is looking for an instructor with strong communication and interpersonal skills to teach the Accounting and Payroll Administrator program. The instructor will be required to teach accounting theory and software.

Responsibilities:

- Assist students through lectures, labs, and computer-based training
- Prepare lessons and assignments using a variety of teaching techniques
- Administer and grade exams
- Perform administrative tasks including updating student records, files & attendance
- Adhere to the principles of the Canadian Payroll Association and the Ministry of Training, Colleges and Universities licensing requirements

Knowledge, Skills & Abilities:

- Basic Bookkeeping
- Simply Accounting
- Quickbooks
- AccPac
- Payroll Fundamentals and Compliance Legislation
- Microsoft Windows and Office Software (Word, Excel, PowerPoint, etc)



Qualifications:

- 24 months of occupational accounting experience along with either
 - Any degree, diploma or certification in accounting or related;
 - 36 months of teaching experience in the field of accounting;
 - An additional 24 months of occupational experience in accounting or related
- Must be flexible to teach at any campus location depending on demand
- Must be authorized to work in Canada