

## Accounts Receivable Accountant - Fiscal Analyst 2 Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=256482>

Downloaded On: May. 4, 2025 6:40pm

Posted May 2, 2025, set to expire May 12, 2025

**Job Title** Accounts Receivable Accountant - Fiscal Analyst 2  
**Department** District Accounting Office  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** May 2, 2025

**Application Deadline** 05/12/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

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**Apply By Email**

**Job Description**

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**Accounts Receivable Accountant - Fiscal Analyst 2**

**Community Colleges of Spokane**

**Location:** Spokane

**Department:** District Accounting Office

**Salary Range:** \$3,811 - \$5,117

**Starting salary for this position is:** \$3,811 (Monthly)

**Employees hired at the entry step of this range receive salary step advancement after six**

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**months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

**Applications will be accepted until 4:00 p.m. PST on 05/12/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Accounts Receivable Accountant - Fiscal Analyst 2**

### **JOB SUMMARY**

Under general supervision of the Treasury Accounting Manager, this position performs routine/regular accounts receivable (AR) accounting and treasury functions using policies and procedures established by the Accounting Department, Business Office, Spokane Colleges, and State & Federal regulations.

Responsibilities include processing various vendor payments received via Electronic Funds Transfer (EFT), journal vouchers, monitoring and tracking of banking activity, bank reconciliations and maintenance, and reconciliation of holding accounts.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Process AR invoice payments received from vendors via EFT. \*
- Download daily banking transactions from bank portal and enter the daily activity in the ctcLink financial system. \*
- Download monthly bank statements. \*
- Transact vendor credit card payments. \*
- Respond to inquiries on accounts payable (A/P) check status, credit card payments, and positive pay exceptions. \*

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- Monitor and reconcile A/P voided and canceled checks. \*
- Prepare monthly reconciliation of cancelled checks and assigned bank statements. \*
- Process data and prepare documents necessary to report and submit Unclaimed Property to the Department of Revenue. \*
- Verify online credit card daily report activity to bank settlements for Spokane Community College and Spokane Falls Community College online processing (e.g., Campus CE, Nelnet, NuPark, Spot-On, and Ticket Spice).
- Complete month-end closing of the Treasury sub-module in ctcLink. \*
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policy, procedures and directives, state and federal regulations, executive orders, statutes, and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform related duties as required. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Bachelor's degree which includes 18 quarter hours or 12 semester hours in accounting, auditing, or budgeting from an accredited institution. Or an equivalent mix of education and experience

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that demonstrates the candidate meets all competency requirements for this position.

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- An intermediate knowledge of Microsoft Excel.
- Experience with Enterprise Resource Systems (ERP), preferably Peoplesoft software.
- Ability to learn new computer software programs.
- Ability to work accurately under deadlines and pressure with attention to detail.
- Ability to handle multiple tasks and prioritize competing demands.
- Ability to analyze problems and find efficient, effective solutions.

### DESIRED QUALIFICATIONS

- Eighteen months or more of full-time experience as a professional accountant.
- OR four years of experience as a Fiscal Specialist, or equivalent in the public sector.
- Ability to utilize ctcLink to enter and extract data for external worksheets.
- Understanding of Spokane Colleges Policies and procedures as they relate to General Accounting and Accounts Receivable activities.

### PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.

### CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- 6-month probationary period.
- This position is overtime eligible.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and*

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*promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic*

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*information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/accounts-receivable-accountant-fiscal-analyst-2-spokane-washington-united-states>**

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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

District Accounting Office

Community Colleges of Spokane

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