

**Fiscal Specialist 2 - (Head Start and ECEAP)
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=262174>

Downloaded On: Sep. 8, 2025 11:55pm

Posted Sep. 8, 2025, set to expire Sep. 16, 2025

Job Title Fiscal Specialist 2 - (Head Start and ECEAP)
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 8, 2025

Application Deadline 09/16/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services

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Job Description

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Fiscal Specialist 2 - (Head Start and ECEAP)

Community Colleges of Spokane

Location:HS West Boone Center Spokane

Department:District HS West Boone

Salary Range: \$3,840 - \$5,137

Starting salary for this position is: \$3,840 (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 Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

Applications will be accepted until 4:00 p.m. PST on 09/16/2025. 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 Fiscal Specialist 2 - (Head Start and ECEAP)

JOB SUMMARY

Under general direction of the Fiscal Specialist Supervisor, this position will provide fiscal administrative support for the program at multiple sites throughout Spokane.

Responsibilities include: maintain fiscal record keeping systems and files; prepare account receivable billings; communicate with families regarding childcare accounts and follow-up on accounts receivable collection and aging; compile and reconcile fiscal records and reports; project revenue and expenditures; and assist in budget development.

This position will act as a liaison with the Spokane Colleges budget, financial aid, student financials, and purchasing departments, as well as state, federal, and community agencies.

DUTIES AND RESPONSIBILITIES

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- Complete individualized Financial Agreements with childcare clients developing an achievable childcare payment plan when needed. *
- Work directly with clients to provide resources regarding possible childcare funding sources and assist clients in navigating state subsidy and college funding options to secure funds. *
- Maintain confidential manual and electronic filing and documentation systems. *Perform account receivable functions. *
- Prepare and provide invoice requisitions to clients, financial aid, and state and community agencies for childcare services. *
- Reconcile childcare fiscal billing/payment records with Spokane Colleges database records and take corrective actions as needed. *
- Monitor client accounts and initiate collections communications. *
- Create, maintain, and provide program specific budget reports to director and site managers, such as lost revenue, federal and grant monitoring, and Early Achievers reports. *
- Forecast enrollment data and develop specialized enrollment and revenue reports for site managers by evaluating current and potential clients, their needs, and anticipated funding. *
- Collaborate with direct service team and other community agencies to provide a support system for clients including continuing services for families under financial hardships. *
- Maintain comprehensive fiscal record keeping systems for budget transactions and reconcile to Spokane Colleges fiscal records. *
 - Notify and advise appropriate individuals of relevant findings.
 - Assist with budget development and revisions.
 - Coordinate purchasing functions and expenditure control.
 - Allocate expenditures to appropriate budget and category.
- Interpret and apply department, institution, federal, state, and/or granting agency policies, procedures, regulations, and standards. *
- Assist in development of HS/EHS fiscal policy and procedures. *
- Regularly communicate with state childcare subsidy division for childcare policy clarification; make appropriate decisions based on fiscal knowledge and established policies and work objectives. *
- Assist Department of Children, Youth, and Families (DCYF) with audit requests; prepare and provide records to agency auditors; provide additional data as requested. *
- Participate in general site/Head Start meetings as assigned. *
- Enroll, recruit, and interview childcare clients for placement in non-Head Start programs.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes, and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as

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assigned. *

**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

- 15 quarter hours or 10 semester hours of college-level accounting, auditing, or budgeting. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Two years of fiscal record keeping experience.
- Proficient with Microsoft Office programs including Excel to create spreadsheets and reports.
- Ability to develop and reconcile budgets.
- Ability to prepare comprehensive reports and recommendations.
- Ability to pay attention to details and accurately perform work.
- Excellent written and oral communication skills with individuals and groups.
- Ability to work independently and as a member of a team.
- Ability to maintain confidential information.
- Ability to arrange work priorities to ensure timelines are met.

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DESIRED QUALIFICATIONS

- Associate degree or higher from an accredited institution including 15 quarter hours or 10 semester hours of college-level accounting, auditing or budgeting.
- Three or more years of fiscal record keeping experience.
- Experience with specific databases e.g., PeopleSoft, Access, Child Plus.
- Experience working with low-income families.
- Experience in Head Start or similar environment.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Work is sedentary.
- Frequent use of computer.
- Visual focus and strain.
- Work involves frequent interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Move up to 25 lbs. occasionally.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (11.5 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Requires local or regional travel.
- Pre-Employment Post Offer, criminal history/child abuse information check including Department of Children, Youth and Families Portable Background Check prior to employment.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- 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

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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 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.

Equal Opportunity Institution

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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 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/fiscal-specialist-2-head-start-and-eceap-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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