

Fixed Asset & Facilities Accounting Senior Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263926>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Oct. 27, 2025

Job Title Fixed Asset & Facilities Accounting Senior
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Oct. 14, 2025

Application Deadline 10/27/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

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Job Description

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Fixed Asset & Facilities Accounting Senior

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Budget/Finance Office

Salary Range: \$79,566 - \$89,945

Starting salary for this position is: \$79,566 (Annually)

The salary range represents the earning potential for this position, through training, evaluations

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and years spent working in this position with Spokane Colleges.

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 10/27/2025. 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 Fixed Asset & Facilities Accounting Senior

JOB SUMMARY

As a key member of the Spokane Colleges Business and Finance Office, the Fixed Asset & Facilities Accounting Senior performs advanced level accounting, project financial reporting, budgeting and resource planning for assigned departments, including facilities and capital projects. The role provides financial expertise and support to administrators and department managers through financial reconciliations, analysis, and reporting.

Key responsibilities include managing complex accounting transactions, preparing detailed financial reports, developing financial processes, advising on budget development and expenditure monitoring consistent with applicable laws, regulations, and Generally Accepted Accounting Principles (GAAP).

DUTIES AND RESPONSIBILITIES

- Support administrators in managing departmental fiscal operations, aligning with district planning, and capital budget reconciliation processes. *
- Perform accounting reconciliations and financial analyses to meet internal and external reporting requirements. *
- Manage fixed asset accounting and physical inventory accounting subsystems. *
- Reconcile capital projects, including retainage, fund tracking, and invoice approvals and

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payments. *

- Interpret and apply fiscal policies; recommend improvements to financial systems and reporting tools. *
- Monitor project budgets, revenues, and expenditures; resolve discrepancies and ensure GAAP compliance. *
- Lead development and implementation of fiscal reporting systems, and departmental projects. *
- Approve expenditures and process accounting entries; identify and escalate budget issues. *
- Provide financial reporting to state, federal, and district entities, including the State Board of Community and Technical Colleges (SBCTC). *
- Oversee the accounting for interdepartmental charges; ensure consistency with district and project specific requirements. *
- Collaborate with fiscal staff and leadership to ensure alignment of institutional goals and financial policies. *
- Develop internal procedures to ensure accurate and timely fiscal operations; perform complex financial calculations. *
- Maintain required electronic and manual filing systems. *
- Represent the District Office on internal committees as requested. *
- Serve as a liaison between district financial systems and departmental operations. *
- 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 assigned. *
- Provide support to other areas within the business office as needed.

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Resourcefulness
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates

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- Builds Effective Teams
- Organizational Savvy
- Instills Trust
- Self-Development

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Business, or related field from an accredited institution (must include 18 quarter/12 semester hours in accounting, auditing, or budgeting).
- At least two years of professional accounting or financial analyst experience, including budgeting, fiscal and project accounting.
- Strong attention to detail.
- Knowledge of GAAP, auditing practices, internal controls, financial reporting systems and project accounting knowledge.
- Proficiency in spreadsheets for financial analysis and reporting.
- Experience extracting and analyzing complex financial data from accounting systems.
- Ability to forecast, monitor and evaluate fiscal activities and controls.
- Ability to work independently and collaboratively.
- Strong written and verbal skills.
- Strong interpersonal skills to work effectively with district administrators, faculty, and staff.
- Commitment to student success and the mission, values, goals, and objectives of Spokane Colleges.
- Understanding and ability to work within legal and institutional frameworks.
- Demonstrated commitment to diversity, equity and inclusion in the workplace.

DESIRED QUALIFICATIONS

- Certified Public Accountant (CPA) or Certified Governmental Financial Manager (CGFM).
- Knowledge of State of Washington budgeting and accounting policies and regulations: familiarity with federal cost principles.
- Experience in higher education, governmental or non-profit accounting.
- Experience with PeopleSoft Finance ERP Systems.

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PHYSICAL REQUIREMENTS

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

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Criminal background check required.
- Requires local or regional travel. If using personal vehicle proof of driver's license and car insurance required.

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 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

This is a contracted, exempt management position. Medical, dental life and long term disability

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insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[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.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

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

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

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

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

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ccs.titleix@ccs.spokane.edu

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/fixed-asset-facilities-accounting-senior-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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