

Expense Accounting Supervisor (Accounts Payable,
Procurement Card, Travel)
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=268226>

Downloaded On: Nov. 12, 2025 10:18pm

Posted Nov. 12, 2025, set to expire Nov. 13, 2025

Job Title	Expense Accounting Supervisor (Accounts Payable, Procurement Card, Travel)
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Nov. 12, 2025
Application Deadline	11/13/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
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Job Description

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Expense Accounting Supervisor (Accounts Payable, Procurement Card, Travel)

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Accounting Office

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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 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 11/12/2025. 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 Expense Accounting Supervisor (Accounts Payable, Procurement Card, Travel)

JOB SUMMARY

The Expense Accounting Supervisor is responsible for managing key disbursement and processing functions for Spokane Colleges, including Accounts Payable, Travel, and the Procurement Card (P-Card) program. This role supervises fiscal staff, ensures compliance with federal and state regulations, and oversees accounting activities such as voucher and payment approvals, system maintenance and troubleshooting, and account reconciliations. All work is conducted in accordance with Washington State Law, Washington Administrative Code (WAC), Spokane Colleges policies and procedures, and Generally Accepted Accounting Principles (GAAP).

DUTIES AND RESPONSIBILITIES

- Manage all aspects of Accounts Payable (AP), Travel Reimbursement and P-Card programs for Spokane Colleges. *
- Process payments as needed to ensure prompt payment to vendors; ensure appropriate internal

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- controls for processing and vendor payment approvals. *
- Supervise fiscal staff; assign, train, evaluate, and support employees to ensure effective department operations. *
- Serve as subject matter expert (SME) for payment, P-Card and travel systems (e.g., ctcLink / PeopleSoft, JP Morgan / PaymentNet, etc.). *
- Evaluate payment processing methods to ensure efficiency and effectiveness of processes and use of technology solutions. *
- Issue, audit, and monitor P-Cards; maintain training compliance, and conduct live training sessions. *
- Administer and reconcile travel expenses in compliance with state and federal regulations. *
- Respond to inquiries, maintain records, and provide guidance on travel and reimbursement policies. *
- Oversee vendor database and ensure compliance with Internal Revenue Service (IRS) 1099 reporting requirements. *
- Support preparation of related audit schedules; prepare, analyze, and reconcile financial reports for the Chief Financial Officer (CFO) and District Director of Financial Services, as requested. *
- Review and verify fiscal transactions and ensure compliance with accounting standards. *
- Interpret fiscal policies and procedures and recommend improvements to financial systems and procedures. *
- Ensure data integrity and support internal and external audit and reporting requirements. *
- Model professional decorum and mutual respect; promote a positive and inclusive workplace culture. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Perform other duties as assigned in support of the Spokane Colleges strategic plan. *

**Indicates this is an essential duty.*

COMPETENCIES

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

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

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree, including 18 quarter or 12 semester hours in accounting, auditing, or financial analysis. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Demonstrated fiscal experience, including at least two (2) years in a supervisory or lead capacity overseeing accounting operations such as accounts payable, travel reimbursement, or general ledger functions.
- Strong knowledge of governmental accounting; GAAP; internal controls, and auditing standards.
- Ability to extract, analyze, and report financial data while using automated spreadsheets and other tools from complex financial systems.
- Strong problem solving and decision-making skills.
- Demonstrated experience supervising diverse teams.
- Skilled in monitoring and evaluating fiscal and internal controls.
- Excellent written and oral communication skills.
- Ability to build and maintain effective working relationships with district administrators, faculty, and staff.
- Commitment to Spokane Colleges vision, mission, values, goals, objectives and strategic plan.
- Ability to work independently and perform duties in compliance with laws and institutional goals.
- Demonstrated commitment to a welcoming and inclusive workplace.

DESIRED QUALIFICATIONS

- Experience in a State of Washington public agency or college/university environment.
- Experience working with a PeopleSoft ERP system.
- Ability to clearly explain complex P-Card, AP, and Travel reimbursement policies and procedures.
- Supervisory experience in a unionized setting.
- Experience managing large, complex accounting 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 computers 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.
- Requires local or regional travel. If using a personal vehicle, proof of driver's license and car insurance required.
- Criminal background check 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*

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/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/expense-accounting-supervisor-accounts-payable-procurement-card-travel-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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