



**Position Opening**  
**GENERAL ANNOUNCEMENT**  
**Pupil Accounting Auditor (90%)**  
**Government and Community Services**  
**October 10, 2017**

**Job Title:** Pupil Accounting Auditor (90%)

**FLSA Status:** Exempt

**Salary Range:** Market Range 8

**Performance Area:** Finance and Operations

**Department:** Government and Community Services

**Supervisor Title:** Manager of District and Pupil Services

**Position Summary:** Conduct audit of student enrollment numbers reported by local educational authorities (LEA) and public school academies (PSA) within Oakland County to ensure compliance with Michigan Department of Education (MDE) pupil accounting reporting procedures and to maximize FTE count and related school aid funding.

**Essential Functions and Tasks:**

- Coordinate and conduct field and desk audits of enrollment records reported by local school districts and public school academies within Oakland County to ensure accuracy and compliance with Michigan Department of Education reporting requirements; reconcile school enrollment totals and identify and implement corrective action for problems found during audit.
- Conduct research necessary to resolve reconciliation issues.
- Prepare written report of audit findings.
- Communicate with school staff regarding audit findings and recommend plans to correct areas found to be out of compliance and/or improve pupil accounting processes.
- Identify potential student duplicates within Oakland County as well as the State of Michigan; initiate action necessary to resolve the issue.
- Verify and interpret various computer or manually produced attendance enrollment, SE and program reports.
- Provide consultation and technical assistance to LEAs and PSAs in interpretation of MDE pupil accounting policies/procedures and development and implementation of pupil accounting processes.
- Plan and conduct training and in-services for LEA/PSA staff on maintaining accurate enrollment and attendance records, reporting procedures, and a variety of other pupil accounting issues.

- Work cooperatively and maintain communication with department staff, school personnel and MDE and CEPI to resolve problems and exchange information.
- Work cooperatively with MDE, CEPI and others on improvement and changes affecting pupil accounting.
- Maintain current knowledge of legal mandates and government systems impacting pupil accounting and related school aid funding; communicate changes to LEAs/PSAs to ensure maximization of FTE count.
- Conduct risk analysis of district, building and/or program.

### **Job Qualifications:**

- Associate's degree in Business, Finance or related field.
- Four or more years of related experience.
- Valid Michigan driver's license.
- Ability to travel to various locations throughout Oakland County and properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the "Key Work Competencies" expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

### **Employment Terms:**

Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 8 with an annual salary range of \$58,134 to \$66,476 (prorated at 90% to \$52,320 - \$59,828).

### **Application Deadline:**

Letters of interest and resumes will be accepted until 4:00 pm, October 20, 2017.

### **Apply To:**

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** "View all Open Positions in OHRC Districts"
- **Click** "Broken Down by District", **Click** "Oakland Schools"
- **Click** on Desired Position and on the "**Apply**" button in the upper right corner and follow prompts.

For questions regarding this position please contact Brandi Carmichael at 248.209.2412.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.

- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools' ability to contact you for the purpose of scheduling an interview.