

Pupil Accounting Specialist

Regents Academy

Redford, MI

Job Title: Pupil Accounting Specialist

Summary: This position will be responsible for district pupil accounting and all state reporting related to students including submission of the reports needed to satisfy the State Reporting requirement (MSDS) as well as the review and submission of Pupil Accounting documentation as identified in the Michigan Department of Education Pupil Accounting Manual.

Essential Duties and Responsibilities:

1. Coordinate the fall and spring pupil counts.
2. Provide pupil accounting support for the district including the submission of all reports and coordination of data collection, General Collections, Special Education Collections, Section 21F for virtual students, Early Childhood Roster, Student Record Maintenance (MSDS), Graduation and Drop Out (GAD), Civil Rights, MCIR/ Immunization and Unique Identifier Code (UIC) request and resolutions.
3. Monitor FTE reconciliations and pupil membership audit and reviews per building.
4. Completion of required audit narratives and the submission of audited membership counts.
5. Download Direct Certification of free lunch files from MSDS and upload into MISTAR.
6. Review and certify household memberships and send out notification letters.
7. Provide support to the Student Services department with regards to pupil accounting, including tracking enrollment for special education.
8. Function as the district registrar, which includes working with the online registration system and coordination with the building staff and community.
9. Assist, if needed, in updating emergency forms for all students.
10. Keep updated on all changes in statewide pupil accounting requirements and procedures.
11. Responsible for all 23a Dropout Recovery submissions.
12. Responsible for all Section 25e (District to District transfers) claims and submissions.
13. Coordinate home-based, homebound, and dual enrollment documentation for pupil accounting.
14. Maintain record and submit required reports for district seat time waiver program.
15. Ensure high quality data practices are implemented and followed in the area of student information.
16. Write and communicate high quality data practices to district staff.
17. Prepare statistical reports requested by administration.
18. Monitor data in the SIS for accuracy and completeness, as it pertains to enrollment, attendance, and other pupil accounting related information.
19. Resolve or request new UIC numbers for student on a regular basis.
20. Conduct pupil accounting in-services with appropriate district personnel.
21. Keep apprised of, and communicate changes in, due dates, format, content and procedures for submitting state reports.
22. Issues appeals to state (when necessary) in response to desk and building

- audits.
23. Serve as a support for the Residency and Enrollment Specialist, including monitoring and updating database for all student address changes, residency re-verifications, expired leases, student transfers, and student behavior.
 24. Perform other duties as assigned.

Required Education/Skills:

1. Bachelor degree in business, technology or related field preferred; Associates degree accepted.
2. Minimum three (3) years of experience in pupil accounting-principles, practices and methods and previous experience in a K-12 setting strongly preferred.
3. Training or experience in the use of MISTAR preferred.
4. Experience in the use and support of other technology and database applications, including Microsoft Office and State specific software such as Center for Educational Performance and Information (CEPI) and Michigan Student Data System (MSDS).
5. Knowledge of the requirements and timelines for required student data submissions to the State of Michigan, MDE and CEPI.
6. Must be accurate, organized and detail oriented.
7. Must able to deliver effective assistance and training to staff in the use of district SIS and data applications.
8. Must possess the ability to work as part of a team, think creatively and relate well with other team members.
9. Exhibit high level of professionalism with the ability to handle confidential information, use good judgment, plan and handle complex projects and maintain a flexible attitude.
10. Excellent customer service skills.
11. Demonstrate the ability to:
 - a. Communicate through written and oral communication skills.
 - b. Maintain an organized work environment.
 - c. Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
 - d. Make sound decisions within the parameters of authority.
 - e. Be courteous, professional, and tactful at all times.
 - f. Display a professional appearance.
 - g. Maintain a positive working relationship with faculty, staff, District Board members, parents, students, Authorizer, and community.
 - h. Support the shared vision of the District community.
 - i. Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and the organizational purpose.

Please send letter of application and resume to:

Karen Bautista, Human Resources Director

kbautista@cyberedcenter.org