


Openings as of 8/19/2024

Student Accounting Support Specialist

JobID: 16311

Position Type:

Secretarial/Clerical

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Date Posted:

8/6/2024

Location:

Earhart Administration Building

Closing Date:

08/28/2024



POSITION TITLE: Student Accounting Support Specialist

FTE: 1.0 (52 weeks, 40 hours /week)

POSITION LOCATION: Earhart Administration Building

REPORTING RELATIONSHIP: Pupil Accounting Coordinator

The Student Accounting Support Specialist will be part of a dynamic Student Accounting Team, working with the Pupil Accounting Coordinator to ensure all State reporting is complete and accurate. This specialist must be capable of meeting all established AAPS, State, and Federal reporting deadlines, ensuring accuracy and compliance with relevant regulations such as FERPA. They will build and maintain knowledge of reporting expectations and regulations, as well as facility with the various technical systems used in the AAPS and by the State of Michigan. . Strong communication with and support of school teams is a significant element of this role.

QUALIFICATIONS REQUIREMENTS:

To thrive in this role, candidates must be able to perform the essential duties. The requirements listed below are representative of

the knowledge, skills and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a list of qualifications for the position, any one of which may be waived by the Board in exercising its prerogative to determine qualifications.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent plus additional training

Coursework toward Pupil Accounting Certification preferred

3-5 years experience, K-12 school setting preferred

Ability to work with confidential information and maintain confidentiality

Extensive data management experience

Experience and proficiency with PowerSchool, Microsoft Office, Google Apps (e.g., Sheets, Docs, and Forms), MSDS (Michigan Student Data System), Filemaker Pro

Demonstrated ability to work under pressure and meet firm deadlines

Ability to communicate effectively by phone or in-person with the general public and all levels of personnel

ESSENTIAL DUTIES & RESPONSIBILITIES:

Work closely with the Pupil Accounting Coordinator to assist and maintain that all data is complete and accurate for state reporting
Assist in maintaining current and accurate student and family information in the District's Student Management Systems (SMS) database

Understanding of FERPA and the protection of student data including ethical use policies at the District, State, and Federal levels

Assist the Pupil Accounting Coordinator with the 3 General Collections (Fall, Spring, End of Year), Student Record Maintenance (SRM), Section 25e requests, UIC Resolution, Teacher Student Data Link (TSDL), Graduate and Dropout Database (GAD), and School Infrastructure Database (SID) reporting

Assist with Special Education data for all collections

Assist with Homebound paperwork for all collections

Assist and attend the training of district office professionals at the building level for Fall and Spring Count to the buildings

Assist district office professionals at the building level with PowerSchool technical support and training for timely and accurate reporting for counts

Maintain complete and accurate records

Organize work, set priorities, work under pressure and meet firm deadlines as given by Pupil Accounting Coordinator or Department Director

Experience and/or ability to learn and develop proficiency with PowerSchool and all state reporting fields.

Experience with and/or ability to learn MSDS, CEPI, and other state reporting systems

Assist other areas of the department during peak season

Attend conferences associated with this position

Work toward earning Michigan Pupil Accounting Certification
Perform other duties as assigned

COMMUNICATION/INTERPERSONAL SKILLS:

Demonstrated organizational and interpersonal skills, effective verbal and written communication skills, demonstrated ability to work under pressure in an environment of continual and competing deadlines.

Ability to express ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with diverse teams and individuals.

Strong customer service skills that include willingness to explain with detail, follow-up and provide support resources for both school teams and families, including those with limited English.

Ability to work in a team environment while following through on independent assignments, projects and deadlines.

LANGUAGE SKILLS:

Read, write and comprehend basic instructions, short correspondence and memos.

Communicate clearly and concisely both orally and in writing.

Ability to speak effectively to parents and staff.

Ability to read and interpret safety rules, operating and maintenance instructions and procedure manuals.

MATHEMATICAL SKILLS:

Add, subtract, and multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to handle a multitude of responsibilities with or without supervision.

Ability to develop effective working relationships with students, staff and the school community.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to assist with or occasionally participate in staff presentations or training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear.

The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

Ann Arbor Public Schools is committed to a diverse and inclusive workplace. Ann Arbor Public Schools is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

METHOD OF APPLICATION:

All applicants must apply online at A2schools.org > District Links > Job Postings

FMLA regulations require all employers to post the [updated FMLA notice](#).

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