

Auditing Specialist

IN THIS ROLE:

Provide pupil auditing services to all districts and public school academies in Wayne County.

QUALIFICATIONS

Education

- Associate's Degree or three (3) years of related experience required.

Experience Required

- A minimum of three (3) years of experience in pupil accounting and auditing in the State of Michigan.
- Strong knowledge of pupil accounting and auditing requirements in the State of Michigan.
- Demonstrated ability to use Excel and Word (or similar applications) at a high level.
- Demonstrated listening, verbal, and written communication skills.
- Demonstrated ability to meet stringent timelines.

Special Skills and Training Required

- Ability to travel to and work at Michigan districts as needed.
- Demonstrated skills working with diverse populations.
- Proficiency in using the Microsoft Windows desktop operating system and Windows-based software.

COMPENSATION:

WCSSF 11-Month Salary Schedule, Schedule D (\$52,897 - \$80,057) and a comprehensive and competitive benefits package including health/dental/vision/life and long-term disability insurance. 19 paid holidays, generous time off, and [Membership in the Michigan Public Schools Employee Retirement System](#). The position is represented by Wayne County Salaried Staff Federation Local 4479 (WCSSF). The Collective Bargaining Agreement and additional information regarding employer-sponsored health care plans can be found under [Transparency Reporting](#).

APPLICATION PROCESS AND TIMELINE:

Internal and external applicants must complete and submit an online application at:

<https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=32126> (Job ID #32126) in order to be considered. This posting is open until May 8, 2026, or until filled.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS ROLE:

- Conduct field audits of state aid membership reports of Wayne County LEAs and PSAs based on rotating schedule and Pupil Membership Accounting Manual (PMAM) requirements.
- Conduct desk audits on count day documentation for Wayne County LEAs and PSAs based on PMAM requirements.
- Conduct Graduation and Dropout (GAD) audits based on rotating schedule.
- Conduct 23a audits.
- Document, accurately and concisely, all general and specific findings resulting from each audit.
- Complete audit narratives in MSDS from desk and field audits and provide results to districts.
- Complete Audit Forms DS4120.



33500 Van Born Rd.
Wayne, MI 48184



(734) 334-1560 Fax
(734) 334-1562 HR Hotline



www.resa.net

Board of Education: James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie

Daveda J. Colbert, Ph.D., Superintendent
Wayne RESA is an equal opportunity employer.

- Review submitted 25e paperwork and complete 25e audits.
- Review Days and Hours forms for districts and advise if they are short to prevent funding loss.
- Stay up to date with information in both the Pupil Accounting Manual (PAM) and PMAM for pupil accounting/auditing requirements.
- Stay up to date with all local and state changes that impact pupil accounting/auditing.
- Attend professional development classes as needed.
- Regular and predictable attendance.
- Perform other duties as assigned.

[Click here for the job description](#)

Wayne RESA is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds. Inquiries related to employment discrimination and/or Title IX complaints should be directed to Rena Corum, HR Manager and Title IX Coordinator.

About Wayne RESA

Wayne RESA is a regional educational service agency that provides a broad range of services and support to Wayne County's 33 school districts and 97 public school academies aimed at improving student achievement and maximizing economies of scale in staff development, purchasing, and administrative services.

OUR MISSION

Wayne RESA is committed to leadership through service and collaboration for excellence in teaching and learning for all.

OUR VISION

Leading ... Learning for All.

OUR BELIEFS

We believe Leadership is the foundation of our organization
We believe Service is the core of our work
We believe Collaboration is essential to our success
We believe in the pursuit of Excellence

[Read more about who we are and what we do](#)

Posted Date: April 23, 2026



SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE