

Pupil Accounting Coordinator

Caledonia Community School District
Administration Office - CALEDONIA, Michigan [Open in Google Maps](#)

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Job Details

Job ID: 5774286
Application Deadline: Posted until filled
Posted: Jun 10, 2026 4:00 AM (UTC)
Starting Date: Immediately

Job Description

Position: Pupil Accounting Coordinator
Location: Administration Office
Reports To: Assistant Superintendent
Compensation: Commensurate with experience
Benefits: Generous benefit package

Summary of Position:
The Pupil Accounting Coordinator is responsible for coordinating student data related to count days, in- district transfers, non-resident students, schools of choice, summer enrollment, and the reporting of all student data to state and federal agencies. This position works closely with the Enrollment Coordinator and building staff. In addition, this position will work closely with the Pupil Accounting Auditors to ensure pupil accounting rules and procedures are followed.

- Essential Functions and Responsibilities:**
- Completes all Pupil Accounting functions for the district included but not limited to audits, pupil count submissions, days and clock hours, travel/time/day waivers, residency verification, and enrollment projections.
 - Updates and submits student data to governmental agencies including but not limited to Michigan Student Data System (MSDS), Civil Rights Data Collection (CRDC), Teacher Student Data Link (TSDL), Graduation/Dropout (GAD), and Michigan Care Improvement Registry (MCIR) as it relates to student data.
 - Provide training, technical support and assistance to school personnel regarding enrollment, attendance, student data accuracy, pupil accounting procedures and records.
 - Remain current with Pupil Accounting and MPAAA guidelines and share information with appropriate staff in a timely manner. Attend appropriate conferences and workshops to assist in keeping current with pupil accounting requirements and best practices.
 - Extract a variety of enrollment/attendance data from district databases and prepare reports to meet state requirements and district planning needs. Collect and compile relevant data for audits, reports, and meetings.

- Maintains student data/pupil accounting/enrollment records and files. Communicate and support the district in following guidelines for retention of records.
- Review and explain applicable district policy and procedures, state rules and regulations, pupil accounting manuals as needed and respond to general inquiries related to pupil accounting.
- Provide current and historical documentation to auditors, district staff and outside agencies as needed.
- Assist with the coordinate and maintain processes for residency verification, address verification, nonresident information, summer enrollments, schools of choice, and in-district transfers.
- Support and adhere to FERPA regulations and district policy when working with confidential data.
- Supports the student enrollment and registration processes for the district.
- Supports the Schools of Choice and Student Release processes for the district.
- Support Shared-Time partnerships as it relates to student data and reporting.
- Duties as assigned by supervisor.

Preferred Qualifications:

- Associate's Degree or Higher
- Working knowledge of Michigan Pupil Accounting Guidelines and experience in creating pupil accounting reports, preferred.
- Experience in creating a master schedule, course assignments, and student record management within a student management system (Skyward, PowerSchool, etc.).
- Proficient using Excel
- Experience in submitting Pupil Accounting Reports to ISD Pupil Accounting Auditors.
- Knowledge of Michigan Department of Education Reporting expectations.
- Member of Michigan Pupil Accounting and Attendance Association (MPAAA) or willingness to join/participate.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Experience in an educational environment.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The noise level in the work environment is usually moderate.

Work Environment

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. The noise level in the work environment is usually moderate to loud.

Non-Discrimination

Caledonia Community Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities

Position Type: Full-Time

Salary: \$23.49 Per Hour

Job Categories:

Administration > Business/Finance

Administration > Director/Coordinator/Manager

Administration > Human Resources

Administration > Pupil Personnel

Organization-level Positions > Coordinator

Support Staff > Accounting/Bookkeeping

Support Staff > Computer Support

Job Requirements

- At least 5 year(s) of relevant experience preferred.
- Associate degree preferred.
- Citizenship, residency or work visa required

Contact Information

Darrell Kingsbury , Assistant Superintendent

Administration Office

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Map



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