



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title: Project Specialist I – Pupil Accounting Auditor

Job Summary:

The Project Specialist I - Pupil Accounting Auditor is responsible for coordinating the verification of the pupil membership counts, desk audits, field audits, graduation and dropout audits, teacher certification audits, instructional time compliance, and serves as a consultant to all Local Education Agencies (LEAs) and Public-School Academies (PSAs) in the constituency and other shared service areas on issues regarding pupil accounting.

Essential Duties (May include, but not limited to):

1. Schedules, coordinates, and facilitates pupil accounting audits in accordance with the Michigan Department of Education (MDE) Pupil Accounting and Auditing Manuals.
2. Verifies the districts are following all pupil accounting requirements made by the MDE for state aid funds.
3. Assists in providing educational training and in-services annually for pupil accounting personnel.
4. Provides day to day direction for constituent district personnel regarding pupil accounting issues.
5. Conducts desk and field audits for the fall and spring count days for state aid membership.
6. Completes the Audit Narrative reports at the close of each membership count period.
7. Assists districts in resolving conflicts with Unique Identifier Codes (UIC resolution).
8. Completes Section 25e adjustment requests.
9. Completes Section 23a audits monthly.
10. Conducts end of year Time Compliance Audits for assigned districts to verify instructional hours have been met.
11. Coordinates the collection of the Day & Clock Hour Report
12. Conducts the audit for the Graduation and Dropout (GAD) Application.
13. Conducts the audit for Teacher Certification.

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Essential Duties (Continued):

14. Updates Educational Entity Master (EEM).
15. Assists districts with questions and concerns regarding the pupil accounting process and makes recommendations for improvement as needed.
16. Accepts direction from the Business Services Administrator to perform the duties of the position.
17. Performs other tasks necessary to carry out the responsibilities of the position.
18. Consistently models Win-Win Leadership.

Other Duties:

1. May represent the district at local and state seminars and training sessions.
2. May be cross-trained to serve as back up within the district and constituent district for Business Services functions and support.
3. Performs other related duties as assigned.

Qualifications:

Education:

Associate's degree in accounting, business management, or related business field required. Bachelor's degree in accounting or business management preferred. Five or more years of documented successful school accounting experience may be considered in lieu of the education requirement. Coursework in advanced accounting, economics, finance, math, and statistics preferred.

Experience:

Two years documented work experience with accounting and auditing processes preferred.

Skills/Other:

Required to pass proficiency testing in business math, numerical data entry, Microsoft Word and Excel at the intermediate skill level. Ability to create PowerPoint presentations preferred. Ability to utilize district technology, and works to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines, and produce accurate work. Ability to relate effectively with others through oral and written communication. Strong teamwork, interpersonal communication, and problem-solving skills. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Ability to maintain a poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines. Thorough knowledge of accounting principles. Ability to develop spreadsheets. Ability to work with an integrated accounting system with the specific understanding of the effects on transactions and their impact on the financial records.

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Special Job Considerations:

Certification: Desirable

Type of Certification: MSBO Certification PAA (Pupil Accounting Auditor)

Bargaining Unit: Genesee Intermediate Educational Support Personnel

Salary Schedule: Technology and Specialist Salary Schedule

Immediate Supervisor: Business Services Administrator

Supervision:

Date: April 13, 2021; August 17, 2022

Approved: TLH: mb 

JD: 885