

Grand Ledge Public Schools

Pupil Accounting Specialist (324)

JOB POSTING

Job Details

Title

Pupil Accounting Specialist

Posting ID

324

Description

Position: Pupil Accounting Specialist

Summary: The Pupil Accounting Specialist 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 Pupil Accounting Auditor and the district registrars to ensure pupil accounting rules and procedures are followed.

Essential Duties and Responsibilities

Note: *These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed as an exhaustive list of all duties that may be performed by such a person.*

Duties 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.
- Communicates with parents and others regarding procedures and options for pupil enrollment, schools of choice, and internal transfers.
- 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.
- Coordinate and maintain processes for residency verification, address verification, non-resident information, summer enrollments, schools of choice, and in-district transfers.
- Support and adhere to FERPA regulations and district policy when working with confidential data.
- Manages student enrollment and registration processes for the district. Leads the development of the student registration system.
- Manages the Schools of Choice and Student Release processes for the district.
- Assists with summer student transcript requests.
- Support student truancy processes in cooperation with the Eaton Regional Education Service Agency.

- Support Shared Partnerships as it relates to student data and reporting.
- Regular in-person attendance

Qualifications

- Demonstrated ability to work independently and carry out assignments with a high degree of accuracy.
- Demonstrated ability to communicate well with school personnel and parents while complying with the confidentiality requirements in local, state, and federal policies.
- Demonstrated ability to interpret state and federal regulations and district procedures related to pupil accounting functions.
- Demonstrated knowledge in office operations, procedures, and record-keeping methods.
- Demonstrated ability to perform computational tasks with accuracy and speed.
- Demonstrated advanced skills with technology tools to create complex documents, spreadsheets, pivot tables, and databases.
- Demonstrated ability to use data systems to analysis data as well as cleaning data in data systems.
- Demonstrated excellent customer service skills to develop and maintain positive relationships with district staff and outside agencies and community.
- Demonstrated strong organizational skills and attention to detail.
- Demonstrated ability to organize work routines, set priorities, and meet deadlines.

Requirements

- Bachelor’s Degree preferred, Associate’s Degree or equivalent with five years of experience in Pupil Accounting.
- MSBO Pupil Accounting Specialist Certification or willingness to get and maintain this certification.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time. The employee must occasionally lift and/or move up to 25 pounds of files, paper, or other related equipment or supplies. There is occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Grand Ledge Public Schools shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.

Shift Type
Salary Range
Location

Full-Time
Per Year
Central Office

Applications Accepted

Start Date **06/18/2024**
End Date **07/12/2024**