



(1.0) Pupil Accountant and Registrar

LOCATION: Central Office
REPORTS TO: Director of Human Resources
DATE AVAILABLE: August 4, 2026
POSTING DATES: July 6, 2026 – minimally July 10, 2026

POSITION:

Livonia Public Schools is seeking an experienced, collaborative, and detail-oriented professional to serve as Supervisor of Pupil Accounting. This position is responsible for overseeing the district's comprehensive pupil accounting program, ensuring the accurate reporting of student enrollment, attendance, residency, and membership in compliance with all state and federal requirements. Serving one of Michigan's largest public-school districts, the Supervisor of Pupil Accounting plays a vital role in safeguarding the integrity of student data, supporting equitable funding, and maintaining public trust through accurate and timely reporting.

The Supervisor provides involvement in all aspects of student enrollment and pupil membership, including official student count days, membership audits, enrollment procedures, residency verification, attendance reporting, and state reporting requirements.

This position collaborates closely with school secretaries and administrators, district departments, and state agencies to develop and implement procedures that promote accuracy, consistency, and operational efficiency while ensuring adherence to applicable laws, regulations, and district policies.

The Supervisor of Pupil Accounting is committed to delivering exceptional service, fostering collaborative relationships, and ensuring that accurate student data supports the educational mission and financial stability of Livonia Public Schools.

DISTRICT OVERVIEW

Livonia Public Schools employs approximately 1,800+ staff members, serving approximately 13,100 students pre-K – post-secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the School District. The annual budget for Livonia Public Schools is \$180 million, with state funding of \$10,050 per pupil.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Demonstrated knowledge of Michigan pupil accounting laws, rules, and procedures, including student enrollment, residency, attendance, membership, and state reporting requirements.
- Experience in Michigan public school pupil accounting, student information systems, or educational data management is preferred.
- Demonstrated proficiency with the MiSTAR Student Information System, including student enrollment, attendance, scheduling, reporting, and data management.
- Experience using Michigan Department of Education reporting systems and applications, including CEPI/Michigan Student Data System (MSDS), EEM, GAD, SID, TSDL, Section

25e, UIC, XML Editor, WCRESA Data Management Program, and other applicable state reporting systems.

- Thorough understanding of student count procedures, audit requirements, and state reporting timelines.
- Exceptional attention to detail and accuracy, with the ability to analyze, validate, and reconcile complex student data.
- Strong analytical and problem-solving skills, including the ability to interpret state statutes, administrative rules, and pupil accounting guidance.
- Excellent organizational and time management skills, with the ability to manage multiple priorities, meet critical deadlines, and produce accurate work under time-sensitive conditions.
- Demonstrated ability to establish and maintain positive, collaborative working relationships with district secretaries and administrators, building staff, parents, and state agencies.
- Excellent verbal and written communication skills, with the ability to explain technical requirements and provide guidance to school personnel.
- Advanced proficiency with Microsoft Office Suite, including the ability to create reports, analyze data, and maintain accurate records.
- Demonstrated commitment to maintaining the highest standards of confidentiality, professionalism, and ethical handling of sensitive student information.
- Ability to work independently, exercise sound judgment, and manage complex responsibilities with minimal supervision.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Exhibits a commitment to the District's Shared Vision and Collective Commitments.
- Provides leadership and oversight for all district pupil accounting, enrollment, and student data reporting functions to ensure accuracy, compliance, and exceptional customer service.
- Supervises and coordinates all student enrollment processes for general education, special education, preschool, and early childhood programs, ensuring compliance with state and federal membership requirements.
- Serves as the district expert on pupil accounting laws, regulations, and best practices, providing guidance, training, and support to district administrators, office personnel, and other stakeholders.
- Coordinates, validates, submits, and certifies all required student data collections and reports through the Michigan Student Data System (MSDS), including Fall, Spring, End-of-Year, Early Childhood, Early Roster, Student Record Maintenance, and other required submissions.
- Maintains the Educational Entity Master (EEM) and ensures the accuracy of district educational entity information.
- Oversees and submits all required state reporting, including but not limited to:
 - Supplemental Nutrition Eligibility (SNE)
 - Graduation and Dropout (GAD) reporting
 - Teacher Student Data Link (TSDL)
 - Section 25e membership claims
 - Other state and federal reporting requirements as assigned
- Supports the Special Education Department with required state and federal reporting, including Civil Rights Data Collection (CRDC) and other student membership requirements.
- Leads district efforts related to student residency verification, Schools of Choice, waivers, guardianships, homeschooling, tuition students, and other enrollment eligibility matters.
- Oversees student records management, including Unique Identification Code (UIC) requests and maintenance, enrollment status, immunization compliance, and other required student records.

- Serves as the district administrator for the Michigan Care Improvement Registry (MCIR), ensuring accurate immunization reporting and compliance.
- Maintains district attendance boundaries and street index information to support enrollment and placement decisions.
- Collaborates with departments including Human Resources, Student Services, Special Education, Transportation, Food Service, Technology, and Building Administration to ensure accurate student information and coordinated services.
- Provides training and ongoing support to building office personnel and administrators regarding pupil accounting procedures, student information systems, state reporting, and enrollment processes.
- Supports and maintains the district's student information systems, including ParentConnection and StudentConnection, ensuring accurate implementation and staff training.
- Develops, analyzes, and presents enrollment, membership, mobility, and demographic reports to district leadership to support strategic planning and informed decision-making.
- Coordinates and prepares all documentation required for annual pupil accounting audits and serves as the district liaison with the Wayne Regional Educational Service Agency (WRESA) Pupil Accounting Auditor and other regulatory agencies.
- Continuously reviews and improves pupil accounting procedures and internal controls to ensure efficiency, consistency, compliance, and high-quality customer service.
- Maintains regular and predictable attendance.
- Performs other duties and assumes additional responsibilities as assigned by the Director of Human Resources or designee.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. You will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
 - The district's contribution is the maximum allowed by Michigan law.
 - Family coverage eligibility for employees working 30 hours or more per week.
 - Single coverage eligibility for employees working 20 hours but less than 30 per week.
 - Optional "cash in lieu" of medical insurance for those who qualify.
- Dental, vision, and life insurance:
 - The district pays 100% of the premium for all employees.
- Long-term disability coverage:
 - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members. This includes a completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Paid "act of God" days, such as snow days.

Additionally, the children of employees working 20+ hours, living outside the district's attendance boundaries, are eligible to attend Livonia Public Schools via schools of choice.

CONDITIONS OF EMPLOYMENT:

The work year, salary, and fringe benefits will be consistent with the current agreement between the Board of Education and the Livonia Education Association. **This position will remain open minimally through July 10, 2026, for consideration of employment for the 2026-27 school year.**

APPLICATIONS:

All applicants, including current LPS employees, must complete and submit an application through Applitrack, which can be accessed through the Livonia Public Schools webpage. Additionally, applicants must also upload:

- Letter of Interest
- Professional resume
- Copies of educational documents (transcripts/certificates)
- Three **current** letters of recommendation

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status- Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability- Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.