



June 16, 2025

POSITION OPENING: Pupil Accounting Auditor

IN THIS ROLE:

Do you have a sharp eye for detail? Join us in ensuring Michigan schools get the funding they deserve by auditing student data for accuracy, compliance, and meaningful impact!

You will be responsible for reviewing and verifying student enrollment data submitted by local educational agencies (LEAs) and public school academies (PSAs) across Oakland County. In this role, you will also conduct audits related to ensuring compliance with the Michigan Department of Education's pupil accounting guidelines.

WHAT WE NEED:

- An individual who is collaborative, highly organized, and detailed to coordinate and conduct field and desk audits of student membership.
- Identify and resolve student duplicates, review support documentation, and reconcile all support documentation to student membership numbers.
- Prepare written reports of audit findings, identifying areas found to be out of compliance and make recommendations to improve pupil accounting processes.
- Plan and conduct workshops and in-services for LEA and PSA staff on reporting procedures, desk/field audit requirements and current pupil accounting issues.
- Provide consultation and technical assistance to the LEAs and PSAs regarding interpretation of the pupil accounting manual, and development and implementation of pupil accounting procedures.
- Serve as a resource and collaborate with Oakland Schools' staff, local school administrators and staff, the Michigan Department of Education, and other pupil accounting auditors on improvements and changes affecting pupil accounting.

WHAT YOU NEED:

- Associate's degree; business, finance, or related field; Bachelor's degree preferred.
- Four or more years of related experience; preferred in pupil auditing or pupil accounting.
- MSBO Pupil Accounting Auditor Certification or ability to complete certification within 3 years from hire date required.
- Strong computer software skills with Microsoft Office and/or Google Suite.
- Experience using CEPI applications preferred.

WORK LOCATION:

Oakland Schools - Main Campus
2111 Pontiac Lake Rd.
Waterford, MI 48328

SALARY DETAILS:

\$59,666 - \$69,195 annually based on relevant prior work experience, with the potential to earn up to \$74,513 after employment with Oakland Schools.

Exempt position / 12-month work year.

Please note that salary schedules will be updated effective July 1, 2025, for the upcoming fiscal year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply.

[Pupil Accounting Auditor - Application](#)

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until June 30, 2025.

NOTE: Interested candidates must be available to interview July 15 and July 29, 2025.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.