Lake Orion Community Schools
Pupil Accounting Specialist/Central Enrollment (27nu37)

JOB POSTING

Job Details

Posting ID **27nu37**

Title **Pupil Accounting Specialist/Central Enrollment**

Description **Start Date: ASAP**

Salary Range: $55,505-$70,921

Qualifications:

- Associates Degree or higher preferred
- Experience with PowerSchool student management software preferred
- Demonstrated knowledge of pupil accounting rules and regulations
- Knowledge of Michigan's "Schools of Choice" program preferred
- Knowledge of the McKinney-Vento Act preferred
- Knowledge of Foster Care Student requirements under the "Every Student Succeeds Act" preferred
- Demonstrated accounting skills
- Superior organizational skills
- Must have the ability to work without direct supervision
- Demonstrated ability to be a self-directed employee
- Demonstrated ability to maintain records
- Must have the ability to multi-task and prioritize responsibilities
- Demonstrated proficiency in use of standard office equipment.
- Demonstrated proficiency using standard spreadsheets and other related software
- Ability to learn new software or software updates as student management software systems and other related software programs change and or evolve
- Demonstrated ability to organize work, prioritize, meet and manage deadlines
- Demonstrated experience or ability to train others
- Ability to establish and maintain effective working relationships with others
- Ability to communicate clearly and concisely in both oral and written forms
- Ability to perform duties with awareness and in accordance with the districts policies and applicable laws
- Ability to maintain confidentiality
- Must be able to perform job duties
- Regular and consistent attendance is expected
- Ability to maintain composure and work effectively during high pressure/stressful situations
- Must be a positive representative for Lake Orion Community Schools
- Requires lifting

Job Duties:

- Oversight of the District's Pupil Accounting Department (including all submissions, audits, reports, and others)
- Conducts all student enrollment responsibilities (including new enrollments, drops, data entry, immunizations, UIC numbers, transportation, food service, and others as needed)
- Reviews residency issues (including investigations as necessary)
- Maintain and process transfer requests
- Conduct and produce weekly student enrollment data and reports
- Oversight of the "Schools of Choice" program (including the creation, distribution and collection of applications, communication both written and oral with SOC applicants, and working directly with Central Administration when an SOC lottery is required)
- McKinney-Vento liaison (Homeless)
- Foster Student liaison (Every Student Succeeds Act)
- Michigan Care Improvement Registry (MCIR) Site Administrator (Coordinate Immunization Exclusion Dates/notices etc.)
- Powerschool Enrollment Coordinator
- Attendance at local, regional and state wide meetings and conferences as required
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's student management system's needs
- Compose a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information regarding all aspects of the position
- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the district's student management system
- All other duties as assigned by immediate supervisor

Application Process:

Internal candidates: Interested internal candidates should complete an online internal application.

External candidates: Interested and qualified external candidates must complete an online application.

Please note: mailed, faxed or emailed letters of interest and resumes will not be accepted.

Lake Orion Community Schools does not discriminate on the basis of sex, color, national origin, religion, age, height, weight, marital status or otherwise qualified handicapped individuals with respect to District educational programs, activities and employment practices.

Shift Type	**Full-Time**	*Salary Range*	
Salary Code	**Per Year**	*Position Type*	**Classified**
External Job Application	**Classified**	*Internal Job Application*	**Internal**
Job Specific Questionnaire	**--**		
Location	**Administration Building**	*Posting Status*	**Active**
Minimum Qualifications Screening			

SchoolSpring

Job Categories	**--**
Job Type	**Not provided**
Grade Level(s)	**Not applicable**
Degree Preferred	**Not applicable ("Degree Preferred" will not appear on job posting)**
Experience Preferred	**No experience required**
Work Eligibility	**Citizenship, residency or work visa required**
Employment Start Date	**Start Immediately**

Job Application Timeframes

Internal Start Date	**10/20/2026**	*General Start Date*	**10/20/2026**
Internal End Date	**10/27/2026**	*General End Date*	

Job Pools

Pool Name	*Quantity*	*Requisition ID*	*Requisition Title*
Default	**1**	**1653**	**Pupil Accounting Specialist/Central Enrollment**

Alternate Job Contact

Name		*Title*	
Location		*Phone*	
Email			

References

Automatically Send Reference Check	**Yes**	*Reference Check Form*	**Classified Survey**

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