

## Pupil Accounting Specialist

### IN THIS ROLE:

The Pupil Accounting Specialist will provide training, leadership, and guidance to constituent public schools regarding applicable laws and regulations related to pupil membership requirements.

### QUALIFICATIONS

#### Education

- Bachelor's Degree or six (6) years of related experience is required.

#### Experience Required

- A minimum of five (5) years of experience in pupil accounting and auditing in the State of Michigan.
- Strong knowledge of pupil accounting and auditing requirements in the State of Michigan.
- Demonstrated ability to use Excel and Word (or similar applications) at a high level.
- Demonstrated listening, verbal, and written communication skills.
- Demonstrated ability to meet stringent timelines.

#### Special Skills and Training Required

- Ability to travel to and work at Michigan districts as needed.
- Demonstrated skills working with diverse populations
- Proficiency in using the Microsoft Windows desktop operating system and Windows-based software.

### COMPENSATION:

WCSSF 12-Month Salary Schedule, Schedule F (\$68,252 - \$103,296) and a comprehensive and competitive benefits package including health/dental/vision/life and long-term disability insurance. 19 paid holidays, generous time off, and [Membership in the Michigan Public Schools Employee Retirement System](#). The position is represented by Wayne County Salaried Staff Federation Local 4479 (WCSSF). The Collective Bargaining Agreement and additional information regarding employer-sponsored health care plans can be found under [Transparency Reporting](#).

### APPLICATION PROCESS AND TIMELINE:

Internal and external applicants must complete and submit an online application at:

<https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=31962> Job ID # 31962) in order to be considered. This posting is open until April 21, 2026, or until filled.

### SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS ROLE:

- Provide training to all Wayne County LEAs & PSAs in preparing for and completing required student data reports as related to state reporting membership collections.
- Provide support, training, and guidance to pupil accounting staff employed by Wayne RESA.
- Maintain pupil accounting newsletter.
- Consult with Student Information Systems (SIS) teams regarding state reporting requirements.
- Work closely with Wayne RESA auditing staff to develop necessary training for LEAs & PSAs based on state requirements and audit findings.
- Review Days & Hours forms and notify districts if they are short to prevent funding loss.
- Work closely with Wayne RESA auditing staff to identify specific district training needs.



33500 Van Born Rd.  
Wayne, MI 48184



(734) 334-1560 Fax  
(734) 334-1562 HR Hotline



[www.resa.net](http://www.resa.net)

Board of Education: James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie

**Daveda J. Colbert, Ph.D., Superintendent**  
*Wayne RESA is an equal opportunity employer.*

- Provide customized training for districts based on audit findings.
- Provide training to new pupil accounting district staff.
- Maintain updated pupil accounting resources for districts.
- Stay up to date with information in both the Pupil Accounting Manual (PAM) & Pupil Membership Auditing Manual (PMAM) for pupil accounting/auditing requirements.
- Stay up to date with all local and state changes that impact pupil accounting/auditing.
- Travel to Wayne County districts for training as needed.
- Work with Pupil Accounting Administrative Specialist to keep pupil accounting contacts up to date.
- Serve on state and other committees as appropriate and assigned.
- Regular and predictable attendance.
- Perform other duties as assigned.

[Click here for the job description](#)

*Wayne RESA is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds. Inquiries related to employment discrimination and/or Title IX complaints should be directed to Rena Corum, HR Manager and Title IX Coordinator.*

## About Wayne RESA

Wayne RESA is a regional educational service agency that provides a broad range of services and support to Wayne County's 33 school districts and 97 public school academies aimed at improving student achievement and maximizing economies of scale in staff development, purchasing, and administrative services.

### OUR MISSION

Wayne RESA is committed to leadership through service and collaboration for excellence in teaching and learning for all.

### OUR VISION

Leading ... Learning for All.

### OUR BELIEFS

We believe Leadership is the foundation of our organization

We believe Service is the core of our work

We believe Collaboration is essential to our success

We believe in the pursuit of Excellence

[Read more about who we are and what we do](#)

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Posted Date: April 6, 2026