



Macomb Intermediate School District

SERVICE • SUPPORT • LEADERSHIP

## JOB POSTING

**PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY**

### **Pupil Accounting Specialist**

Conduct audit of student enrollment numbers reported by local educational authorities (LEA) and public school academies (PSA) to ensure compliance with Michigan Department of Education (MDE) pupil accounting reporting procedures and to maximize FTE count and related school aid funding. Additional responsibilities within the Business Office are also included in this position.

#### **QUALIFICATIONS:**

1. Bachelor's Degree preferred.
2. Additional training and/or education relating to pupil accounting preferred.
3. Previous experience in pupil accounting.
4. Ability to develop and meet timelines for completion of projects, tasks, and activities.
5. Effective communication and organizational skills.
6. Must pass criminal background check as required by School Safety Legislation.

#### **ASSIGNED RESPONSIBILITIES SHALL INCLUDE BUT NOT BE LIMITED TO:**

1. Perform pupil accounting audits.
2. File necessary reports with the constituent districts to the State of Michigan.
3. Plan and conduct training and in-services for LEA/PSA staff on maintaining accurate enrollment and attendance records, reporting procedures, and a variety of other pupil accounting issues.
4. Act as a contact for pupil accounting questions.
5. Conduct research necessary to resolve reconciliation issues.
6. Prepare written report of audit findings.
7. Coordinate the activities of part-time Pupil Accounting Auditors.
8. Maintain current knowledge of legal mandates and government systems impacting pupil accounting and related school aid funding; communicate changes to LEAs/PSAs to ensure accurate FTE count.
9. Work cooperatively with MDE and others on improvement and changes affecting pupil accounting.

10. Understand and utilize technology including PowerSchool and Microsoft Office Suite and assist others in utilizing these products to assist with pupil accounting.
11. Other duties as assigned by supervisor and/or his/her designee.

**WORK YEAR:** Year round position

**START DATE:** Winter 2025

**WORK LOCATION:** Various locations through the State of Michigan

**SALARY:** Commensurate with experience

**APPLY ONLINE AT:** Applications will be accepted online at [www.misd.net](http://www.misd.net) until the position is filled.

**INQUIRIES MAY BE DIRECTED TO:**

Mr. David Rilley  
Assistant Superintendent for Human Resources & Operations  
Macomb Intermediate School District  
44001 Garfield Road  
Clinton Township, MI 48038-1100  
586-228-3311

The Macomb Intermediate School District is an equal opportunity employer and is in compliance with all state and federal non-discrimination laws and regulations including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Applicants seeking employment may request reasonable accommodation under ADA and may be subject to post-offer physical examination and background check with the Michigan State Police Department.