**Job Description**

**Position:** Pupil Accounting Specialist
**Department:** Technology
**Reports To:** Director of Technology

## Position Overview

The Pupil Accounting Specialist manages the district-wide collection, verification, auditing, and state/federal reporting of all student data. This position ensures full compliance with the Michigan Department of Education (MDE) Pupil Accounting Manual (PAM), state reporting timelines, and federal mandates. Working closely with district registrars, building administrators, and regional auditors, the Specialist serves as the primary subject matter expert for student enrollment, count day audits, and state and federal reporting submissions.

### State & Federal Reporting & Compliance

- Oversees the accurate compilation and timely submission of state and federal student reporting datasets, including but not limited to the Michigan Student Data System (MSDS), Civil Rights Data Collection (CRDC), Teacher Student Data Link (TSDL), Graduation/Dropout (GAD), and Michigan Care Improvement Registry (MCIR).
- Monitors Center for Educational Performance and Information (CEPI) guidelines and MDE policy changes to maintain compliance across all district reporting routines.
- Calculates, tracks, and verifies district Days and Clock Hours, Travel/Time waivers, residency documentation, and enrollment projections.
- Supports Shared Educational Partnerships, specialized programs, and alternative education data requirements for state and federal reporting.

### Audit Preparation & Pupil Accounting

- Leads preparation for fall and spring count day audits; acts as the primary district liaison to the Eaton Regional Education Service Agency (RESA) Pupil Accounting Auditor.
- Establishes, standardizes, and maintains district-wide procedures for enrollment, residency verification, non-resident tracking, Schools of Choice, internal transfers, and student releases.
- Ensures strict compliance with district, state, and federal record retention schedules for pupil accounting and audit documentation.

- Collects, reviews, and stores required count day documentation (e.g., attendance records) to defend district state aid FTE funding during audits.

**Data Systems, Quality & Technical Support**

- Leads the configuration, maintenance, and ongoing improvement of the district's online student registration and enrollment systems.
- Extracts, cleans, and analyzes complex student datasets from the Student Information System (SIS); creates custom reports, pivot tables, and statistical summaries for district planning.
- Provides technical support, training, and operational guidance to district registrars, secretaries, and administrative staff regarding data entry standards and pupil accounting procedures.

**Interagency, Community & Student Services Support**

- Serves as a knowledgeable resource for families and community members regarding enrollment procedures, Schools of Choice applications, and district boundary policies.
- Assists with summer student transcript processing, enrollment requests, and historical record retrievals.
- Coordinates student truancy reporting and data sharing in cooperation with Eaton RESA and local judicial/community partners.
- Enforces compliance with the Family Educational Rights and Privacy Act (FERPA) and district confidentiality policies across all student record systems.
- Performs other duties and special projects as assigned by the Director of Technology and District Administrators.

**Note:** *These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed as an exhaustive list of all duties that may be performed by such a person.*

## Qualifications & Requirements

**Education, Certifications & Experience**

- High school diploma or GED required: Associate's or Bachelor's degree in Education, Business, or a related field preferred
- Minimum of 2 years of experience in school or district-level student records, enrollment, or data reporting preferred.

- MSBO Pupil Accounting Specialist Certification (or willingness to obtain and maintain certification within two years of hire) with a minimum of three (3) years of experience in K–12 pupil accounting
- Experience with student information systems (PowerSchool) and CEPI systems (MSDS, SRM).

**Technical Skills & Competencies**

- **State/Federal Systems Knowledge:** Direct working knowledge of MSDS, CRDC, CEPI, MDE Pupil Accounting Manual, and Eaton RESA audit guidelines.
- **Advanced Technology Skills:** High proficiency in Student Information Systems (e.g., PowerSchool) and data analysis tools (ie pivot tables, and spreadsheets).
- **Analytical & Data Quality:** Proven ability to audit large datasets, detect data anomalies, and execute mass updates accurately under strict deadlines.
- **Communication & Customer Service:** Exceptional written and verbal communication skills to explain complex state and federal regulations to district staff and provide welcoming customer service to families.
- **Organizational Ability:** Demonstrated capacity to work and learn independently, manage competing priorities, meet non-negotiable state submission deadlines, and maintain strict confidentiality.

## Working Conditions & Physical Demands

- **Environment:** In-person, fast-paced office environment within a school district administrative setting.
- **Physical Demands:** Prolonged periods of sitting at a desk and working on computers; occasional lifting up to 50 lbs.
- **Travel:** Occasional local travel between district school buildings and regional RESA offices for audits, workshops, and MPAAA conferences using personal vehicles.

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*

*Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.*