

Auditing Specialist

IN THIS ROLE:

The Auditing Specialist will provide pupil auditing services to all districts and public school academies in Wayne County.

QUALIFICATIONS

Education

- Associate's Degree or three (3) years of related experience required.

Required Experience

- A minimum of three (3) 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.

Required Special Skills and Training

- 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 11-Month Salary Schedule, Schedule D (\$50,378 - \$76,245) 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=29313> (Job ID# 29313) in order to be considered. This posting is open until Wednesday, March 19, 2025, or until filled.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS ROLE:

- Conduct field audits of state aid membership reports of Wayne County LEAs and PSAs based on rotating schedule and Pupil Membership Accounting Manual (PMAM) requirements.
- Conduct desk audits on count day documentation for Wayne County LEAs and PSAs based on PMAM requirements.
- Conduct Graduation and Dropout (GAD) audits based on rotating schedule.
- Conduct 23a audits.
- Document, accurately and concisely, all general and specific findings resulting from each audit.
- Complete audit narratives in MSDS from desk and field audits and provide results to districts.



33500 Van Born Rd.
Wayne, MI 48184



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



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.

- Complete Audit Forms DS4120.
- Review submitted 25e paperwork and complete 25e audits.
- Review Days and Hours forms for districts and advise if they are short to prevent funding loss.
- Stay up to date with information in both the Pupil Accounting Manual (PAM) and PMAM for pupil accounting/auditing requirements.
- Stay up to date with all local and state changes that impact pupil accounting/auditing.
- Attend professional development classes as needed.
- Regular and predictable attendance.
- Perform other duties as assigned.

[Click here for the job description](#)

TITLE IX NOTICE OF NON-DISCRIMINATION BASED ON SEX IN EDUCATION PROGRAMS AND ACTIVITIES

Wayne RESA does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Wayne RESA's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Wayne RESA's Title IX Coordinator is Rena Corum, Human Resource Manager, 33500 Van Born Road, Wayne MI 48184. Email: corumr@resa.net or Phone: 734-334-1374.

Wayne RESA's nondiscrimination policy and grievance procedures can be located at <https://www.resa.net/administrative-support/title-ix>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.resa.net/administrative-support/title-ix>.

Enhancing Education in our Diverse County

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](#)

Posted Date: 3/4/2025