Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title: Project Specialist I – Pupil Accounting Auditor

Job Summary:

The Project Specialist I - Pupil Accounting Auditor is responsible for coordinating the verification of the pupil membership counts, desk audits, field audits, graduation and dropout audits, teacher certification audits, instructional time compliance and serves as a consultant to all Local Education Agencies (LEAs) and Public School Academies (PSAs) in the constituency and other shared service areas on issues regarding pupil accounting.

Essential Duties (May include, but not limited to):

1. Schedules, coordinates, and facilitates pupil accounting audits in accordance with the Michigan Department of Education (MDE) Pupil Accounting and Auditing Manuals.
2. Verify that districts comply with all MDE pupil accounting requirements for state aid funding.
3. Conduct desk and field audits during fall and spring count days to validate state aid membership.
4. Complete Audit Narrative Reports at the close of each membership count period.
5. Conducts year-end Time Compliance Audits for assigned districts to confirm instructional hour requirements are met.
6. Conducts audits related to Graduation and Dropout (GAD) reporting and Teacher Certification.
7. Identify and resolve duplicate student records and reconcile support documentation to student membership numbers.
8. Review documentation for accuracy and compliance with audit standards.
9. Completes Section 25e adjustment requests and Section 23a audits.
10. Coordinate the collection and review of Day & Clock Hour Report.
11. Assists districts with questions and concerns regarding the pupil accounting process and makes recommendations for improvement as needed.
12. Accept direction from the Business Services Administrator to perform assigned duties.
13. Consistently models Win-Win Leadership.

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Other Duties:

1. May represent the district at local and state seminars and training sessions.
2. May be cross-trained to serve as back up within the district and constituent district for Business Services functions and support.
3. Performs other related duties as assigned.

Qualifications:

Education:

Associate's degree in accounting, business, finance, or a related field required. Bachelor's degree in accounting, business management, finance, or a related discipline preferred.

A degree is required; however, candidates with two or more years of documented, successful experience in business or pupil accounting may qualify with a degree in another field.

Experience:

Two (2) years of documented, successful experience in a related business field is required, with pupil accounting and auditing processes preferred.

Skills/Other:

Required to pass proficiency testing in business math, numerical data entry, Microsoft Word and Excel at the intermediate skill level. Ability to create PowerPoint presentations preferred. Ability to utilize district technology, and works to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines and produce accurate work. Ability to relate effectively with others through oral and written communication. Strong teamwork, interpersonal communication and problem-solving skills. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Ability to maintain a poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines. Thorough knowledge of accounting principles. Ability to develop spreadsheets. Ability to work with an integrated accounting system with the specific understanding of the effects on transactions and their impact on the financial records.

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Special Job Considerations:

Certification: Desirable

Type of Certification: MSBO Certification PAA (Pupil Accounting Auditor)

Bargaining Unit: Genesee Intermediate Educational Support Personnel

Salary Schedule: Technology and Specialist Salary Schedule

Immediate Supervisor: Business Services Administrator

Supervision: None

Date: April 13, 2021; August 17, 2022, November 14, 2025

Approved:

TLH:sc

JD: 885

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