

Pupil Accounting Auditor

Ottawa Area Intermediate School District

Job Identification

- Job Title: Pupil Membership Auditor
- Reports To: Director of Pupil Accounting
- Employment Type: This position is considered a 0.80 full-time equivalent position working 210 days per year.
- **Start date: This position is expected to start October 2026**

Position Summary

As required by state law, the Pupil Accounting Auditor is responsible for the audit and certification of state aid membership claims of local education agencies (LEAs) and public school academies (PSAs) within the *Ottawa Area Intermediate School District*. The auditor ensures compliance of assigned districts within applicable state law, administrative rule, and state agency guidance.

Essential Job Functions

- Perform an initial review of LEA/PSA planned days and clock hours of instruction prior to the start of the school year. Provide LEA/PSA with an Auditor Review Form indicating the plan complies with state minimum days and clock hour requirements or noting any shortfalls. Ensure any state-approved waivers impacting the district's state aid for the current school year are on file.
- Receive LEA/PSA requests for exit code changes. Review requests and approve/deny based on documentation submitted. Conduct an audit of pupil exit codes reported on active cohorts. Submit approved exit code changes and certify audit completion in the Graduation and Dropout application.
- Schedule fall field audits based on consortium audit rotation schedule. Communicate field audit schedule to assigned LEAs/PSAs.
- Provide ongoing consultation and support to assigned LEAs/PSAs for the primary auditing tasks.
- Review district audit submissions ensuring all required documentation has been received. Conduct pupil membership desk audit. Interact with assigned district staff to obtain additional documentation or information, as needed, throughout the desk and field audit processes.
- Post audit adjustments in the MSDS audit application. Prepare FTE reconciliation summary, audit form, and audit narrative report for supervisory review before certifying audit to MDE and providing final reports to assigned LEAs/PSAs.
- Complete a final audit of instructional days and hours, and district daily attendance rates at the conclusion of the school year and certify LEA/PSA compliance or non-compliance in the Days & Clock Hours application.
- Maintain strict confidentiality of all student-identifying data and maintain records and files in accordance with record retention policies for Michigan public schools.

- Participate in continuing education to stay current with applicable laws, rules, state agency guidance, and best practices.
- Other duties as assigned.

Education & Experience

- Associate's degree in business, accounting, information technology, or related field required.
- Bachelor's degree in business, accounting, information technology, or related field preferred.
- 3-5 years of experience auditing or school-district based experience preferred.

Required Skills & Abilities

- Proficiency within Microsoft Excel.
- Knowledge of auditing principles, financial or compliance review practices, and recordkeeping procedures.
- Ability to interpret, apply, and communicate complex state laws, administrative rules, policies, and guidance related to pupil membership and school finance.
- Exceptional attention to detail and accuracy while managing large volumes of documentation and data.
- Strong written and verbal communication skills with the ability to clearly explain audit findings, compliance requirements, and corrective actions to a variety of stakeholders.
- Strong customer service and interpersonal skills, with the ability to establish and maintain positive working relationships with district personnel, colleagues, and state agency representatives.

Physical & Environmental Requirements

- Ability to remain stationary for extended periods while reviewing records, analyzing data, and completing reports.
- Ability to occasionally lift, carry, move, or transport office materials and equipment weighing up to 20 pounds with or without mechanical assistance.
- Ability to travel independently to assigned LEAs/PSAs and other meeting locations throughout the OAISD service area.
- Work is performed primarily in an office and within school district environments with frequent travel between locations during the months of December - March.

Compensation & Employment Details

- Pay range: \$57,241-\$71,552 commensurate with experience.
- Schedule: This is a full-year position. The expected working days are Monday through Friday between December-April and Monday through Thursday for the remainder of the year. 210 days per year.
- Benefits: Full benefits package, including health, dental, vision, disability, and life insurance. MPSERS-provided retirement plan.

Notices

Job Description Changes: Job descriptions may be subject to change based on the OAISD's needs. This is meant to describe a basic overview of qualifications, role, and duties. It is not an exhaustive or fully comprehensive list, as other duties may be assigned. Consistent with the Americans with Disabilities Act (ADA), it is the policy of the Ottawa Area Intermediate School District (OAISD) to provide reasonable accommodation when requested by a qualified applicant or candidate with a disability, unless such accommodation would cause an undue hardship for the OAISD. The policy regarding requests for reasonable accommodation applies to all aspects of the hiring process. If reasonable accommodation is needed, please contact the Human Resources department.

The Ottawa Area Intermediate School District (OAISD) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment. Civil Rights Coordinators are located at OAISD, 13663 Port Sheldon St., Holland, MI 49424, to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (616) 738-8940 Ext: 4091.