



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 New Street ♦ PO Box 367 ♦ Stanton, Michigan 48888

Telephone: 616-225-4700 ♦ TDD: 800.649.3777 ♦ Fax: 989.831.8727 ♦ www.maisd.com

Our Vision: *MAISD will be an educational partner in building strong communities.*

Our Mission: *In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools and families.*

Position Opening

Posting Date: August 24, 2026

Position: Assistant Pupil Accounting Auditor

Effective Date: September 1, 2026

Circumstances: Vacancy

Certifications/Qualifications:

1. Associate or Bachelor's degree in Educations, Public Administration, or related field, preferred.
2. Experience in pupil accounting, student information systems, or education data reporting at the district level, strongly preferred.
3. Completion of courses or programming specific to the role through professional organizations (e.g. MSBO Pupil Accounting Specialist Certification program, MSBO Pupil Accounting Auditor Certification program).
4. Worling knowledge of the Pupil accounting Manual and MDE reporting requirements.
5. Experience with state reporting systems such as Michigan Student Data System (MSDS) and student information systems, preferred.
6. Strong analytical, mathematical, audit, and data reconciliation skills with high attention to detail.
7. Proficiency in Microsoft Office and Google Workspace, with strong written and verbal communication skills.
8. Ability to work independently, manage deadlines, and maintain strict confidentiality (FERPA compliance).
9. Or other combination of credentials deemed acceptable by the Board of Education.

Reports to: Associate Superintendent of Instruction and Technology

Terms of Employment: Non-Union, 12-month employee, 260 days.

Salary: \$60,000 - \$70,000 annually based on experience.

Job Summary:

The Assistant Pupil Accounting Auditor is a county-level role that supports the Pupil Accounting Auditor in ensuring accurate and compliant student data reporting in alignment with the Michigan Department of Education (MDE) Pupil Accounting Manual, federal requirements, and Michigan Student Data System (MSDS) standards. Working in close partnership with the Pupil Accounting Auditor, this position serves as the primary county-level technician expert in

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It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent.



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ensuring the integrity of enrollment, membership, residency, and funding data across all constituent districts, directly supporting equitable and accurate Foundation Allowance (FTE), Special Education, Career and Technical Education (CTE), and Early Childhood funding.

Serving as a key technical partner to local districts, the specialist reviews and audits pupil accounting records, provides guidance and training to district staff, and strengthens consistent application of state reporting requirements. By ensuring high quality data and compliance, this position directly supports district operations, resource allocation and ultimately student success across Montcalm County.

This position will train with the Pupil Accounting Auditor with the goal of promoting that role after meeting specific credentialing, experience, and job performance goals.

Essential Job Functions:

1. Ensure compliance with the Michigan Pupil Accounting Manual, including enrollment, membership, attendance, residency, and reporting requirements across Montcalm County.
2. Review, validate, and certify student data submissions in the Michigan Student Data System (MSDS) in coordination with local districts and the ISD.
3. Conduct audits of student-level enrollment, membership, and residency data to ensure accuracy and identify discrepancies.
4. Reconcile Foundation Allowance (FTE) reporting and support accurate state aid calculations for constituent districts.
5. Monitor and support districts' compliance with all official count days (Fall, Spring, Summer) and associated reporting timelines.
6. Validate and maintain Unique Identification Codes (UIC) accuracy and resolve duplicate or inconsistent student records.
7. Support interdistrict enrollment processes, including School of Choice, transfers, and cross district student movement tracking.
8. Assist districts with residency verification processes, including affidavits, guardianship documentation, and audit requirements.
9. Ensure accurate classification and reporting of special populations, including Special Education, Career and Technical Education (CTE), Early Childhood, and Alternative Education Students.
10. Provide technical assistance and guidance to local district pupil accounting staff on MSDS, Student Information Systems, and state reporting procedures.
11. Deliver training, documentation, and procedural support to ensure consistent pupil accounting practices across districts.
12. Analyze student enrollment and membership data to identify trends, inconsistencies, and report risks.
13. Develop and generate reports, summaries, and data extracts to support ISD oversight and district decision making.

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14. Support Early Childhood and other categorical program reporting, including eligibility verification and enrollment accuracy.
15. Maintain strict confidentiality of student records and ensure compliance with FERPA and all applicable state and federal regulations.
16. Be an active Michigan School Business Officials (MSBO) Member.
17. Attend professional development for topics related to job duties.
18. Consistent and reliable punctuality and attendance.
19. Other duties as assigned by the Associate Superintendent of Instruction and Technology.

Evaluations:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Administrative Personnel.

Additional Information:

Adel DiOrio, Ed. D.
Associate Superintendent of Instruction & Technology
Montcalm Area Intermediate School District
(616) 225-6142 or adiorio@maisd.com

Applications:

If you are qualified and interested in this position, please complete an online application through Applitrack located from the Employment Section on our website www.maisd.com. Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Posted on 08/24/2026 by Jess Dora

Authorization by

Kathleen Flynn

Kathleen Flynn, MAISD Superintendent

Statement of Assurance:

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