



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: June 24, 2026

Position: Pupil Accounting Specialist

Effective Date: July 1, 2026

Circumstances: Vacancy

**Certification/
Qualifications:**

1. Associate or bachelor's degree in education, Public Administration, or related field, preferred.
2. Experience in Pupil Accounting, student information systems, or education data reporting is strongly preferred.
3. Working knowledge of the Michigan Pupil Accounting Manual and MDE reporting requirements.
4. Experience with state reporting systems such as Michigan Student Data System (MSDS) and student information systems preferred.
5. Strong analytical, mathematical, audit, and data reconciliation skills with high attention to detail.
6. Proficiency in Microsoft Office and Google Workspace, with strong written and verbal communication skills.
7. Ability to work independently, manage deadlines, and maintain strict confidentiality (FERPA compliance).

Reports to: Associate Superintendent of Instruction and Technology

Terms of

Employment: Non-Union. 12-month employee (260 days), 8 hours per day Holiday, Vacation, Sick, and Bereavement Days Health Insurance – Employee/Employer shared costs Dental, Vision, Life, AD&D, and LTD - Employer Paid 1% of Base Pay Annuity.

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

Job Summary:

The Pupil Accounting Specialist supports 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. This role ensures 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.



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.

Essential Job Functions:

1. Ensure compliance with the Michigan Pupil Accounting Manual, including enrollment, membership, attendance, residency, and reporting requirements.
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 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 reporting risks.
13. Develop and generate reports, summaries, and data extracts to support ISD oversight and district decision making.
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.



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.

19. Other duties as assigned by the Associate Superintendent of Special Education.

Additional Information:

Adele 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.

Deadline for Applications:

Until Filled

Posted on: 06/24/2026 By Jess Dora

Authorized By Kathleen Flynn
Kathleen Flynn, MAISD Superintendent

Statement of Assurance:

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989- 831-5261). Montcalm County Intermediate School is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities. EEO

Montcalm Area ISD: Serving our School Partners

Carson City-Crystal ♦ Central Montcalm ♦ Greenville ♦ Lakeview ♦ Montabella ♦ Tri County ♦ Vestaburg ♦ Flat River Academy ♦ Success Virtual Learning Centers

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.