VACANCY NOTICE

Job Title: Pupil Accounting Auditor

215 day position, full-time, year round
[M-F (Nov - May), M-TH (Jun - Oct)]

As required by state law, the pupil membership monitor is responsible for the audit and certification of state aid membership claims (official student count) of local school district education agencies (LEAs) and public school academies (PSAs) within the Kent Intermediate School District. The position ensures compliance of assigned districts with applicable state law, administrative rule, and state agency guidance. The position requires seasonal local travel throughout Kent ISDs, with mileage reimbursement.

Kent ISD and Ottawa ISD are in the gradual process of returning pupil accounting service teams to each respective ISD after years of a combined team located at Coopersville Schools. No later than June 2024, this position will be relocated at Kent ISD. During the 2023-24 school year, this position will be based at the Coopersville location, then permanently relocating to Kent ISD by June 2024. The position is eligible for partial remote work status according to Kent ISD parameters, following approximately six months of in-person training.

Minimum Job Qualifications:

1. Minimum of an Associate’s degree in business, accounting, education, information technology, or related field. Bachelor’s degree preferred.
2. Capable of navigating complex regulatory systems
3. Ability to apply given set of standards / rules to specific fact pattern and/or unique situations
4. Excellent problem solving, critical thinking, and research skills
5. Ability to build and maintain positive relationships even while having critical conversation
6. Strong attention to detail, excellent organizational and time management skills
7. Excellent oral and written communication skills, including the ability to clearly articulate complex information and findings
8. Ability to quickly learn and navigate within various computer systems
9. Self-directed with proven ability to manage time and meet deadlines
10. Ability to effectively utilize a range of technology devices and applications
11. Demonstrated customer service, problem solving, and conflict resolution skills
12. High degree of creativity, flexibility and accountability for assigned projects

Specific Duties & Responsibilities:

1. Serves as the primary auditor for assigned LEAs/PSAs and completes audit tasks related to the Fall General Count, Spring Supplemental Count, Graduation & Dropout Rates, and Days & Clock Hours of instruction. Specific audit duties include:

   a. Perform an initial review of LEA/PSA days and clock hours of instruction prior to start of school year. Provide LEA/PSA with an Auditor Review Form indicating compliance or non-compliance with minimum days and clock hours. Ensure any state-approved waivers impacting the district’s state aid for the current school year are on file
   b. Conduct Graduation and Dropout rate audits. 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. Review submitted documentation to support exit code, and certify audit completion in the Graduation and Dropout application

c. Schedule fall field audits based on consortium audit rotation schedule maintained by the Manager. Communicate field audit schedule to assigned LEAs/PSAs.

d. Provide ongoing support to assigned LEAs/PSAs for the primary auditing tasks (days and clock hours, graduation and dropout, and fall and spring membership audits)

e. Review district audit submissions ensuring all required documentation has been received. Conduct pupil membership desk audit on all assigned districts and field audits according to rotation schedule. Interact with assigned district staff to obtain additional documentation or information, as needed, throughout audit process

f. Post audit adjustments in the MSDS audit application. Prepare FTE reconciliation summary, audit form, and audit narrative report for Manager’s review before certifying audit to MDE and providing final reports to assigned LEAs/PSAs

g. Complete an audit of days, clock hours, and attendance at the conclusion of the school year and certify LEA/PSA compliance or non-compliance in the Days & Clock Hours application

h. Maintain records and files in accordance with record retention policies

i. Participate in continuing education offered by the Michigan Department of Education and the Michigan Pupil Accounting and Attendance Association to stay current with applicable laws, rules, state agency guidance, and best practices in all audit tasks

j. Attend county, regional and/or state level meetings or trainings, as approved

k. Comply with applicable school policy, regulations and laws

l. Maintain regular and consistent employee attendance

m. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Salary: Professional salary schedule, 215 days; Grade 5; $58,000-$63,000 per year

Benefits: Robust benefit package includes full medical, dental, and vision insurance; generous paid sick and personal days; State of Michigan School Employment retirement program; student loan forgiveness may be available through the Public Service Loan Forgiveness program for eligible Federal student loans.

Posting Dates: 7/25/2023 – until filled

Distribution: Internal & External

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

   • Applications must be completed online at jobs.kentisd.org

   • Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.
It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education. The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is: Danielle Hendry, Director of Human Resources and Legal Services.