Tuscola Intermediate School District Announces Job Posting:

POSITION: Pupil Accounting Auditor/Finance Support Secretary

JOB DESCRIPTION: Tuscola ISD is currently accepting applications for a Pupil Accounting Auditor/Finance Secretary at our Central Office in Caro, MI. This position works up to 210 days per year and performs pupil accounting auditor duties along with financial support specialist duties.

ESSENTIAL DUTIES: Some of the key duties of the position are listed below and others may be assigned:

- Maintains thorough knowledge of pupil accounting rules and regulations and serves as a liaison between local districts and MDE.
- Conducts desk and field audits for all LEAs and nonpublic institutions for the October and February Count Days.
- Works with ISD LEAs to develop policies and procedures.
- Adds the annual employee management plan for each fiscal year, including salary matrices, calendars, and assignments.
- Coordinates with department leads, human resources, and payroll to maintain all employees in the plan.
- Sets up salary negotiations from the existing management plan.
- Ability to write reports and business correspondence independently.
- Ability to effectively present information and respond to questions in one-on-one and small group situations to students, staff, parents, administration, and/or members of the business community—both in person and on the phone.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Cross train with all other positions within the accounting department

MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the job:

- An Associate’s degree in accounting or a related field or two years of documented post-secondary training in a related field or a minimum of three years of work experience with responsibilities primarily related to bookkeeping functions
- Ability to read and interpret documents such as administrative and board policies, financial reports, procedure manuals, operating and maintenance instructions, and safety rules
- Demonstrate competency in basic math, proofreading, capitalization, number usage, spelling and grammar, including the ability to perform tasks in current versions of Microsoft Word and Excel, by passing the Tuscola ISD secretarial test with 80% accuracy
- Ability to complete a typing test with a minimum speed of 40 wpm
**SALARY**

**& BENEFITS:** As approved by the Tuscola ISD Board of Education - Health, Vision, Dental, Life, Long Term Disability, Paid Vacation, Personal and Sick Days are offered.

**STARTING DATE:** Immediately

**APPLICATION DEADLINE:** April 7, 2020 or Until Filled

**APPLICATION PROCEDURE:** Please forward your letter of application, resume, transcripts, and completed ADMIN/Teacher application (Obtain from www.tuscolaisd.org) to:

Amanda Astley, HRS  
Human Resources  
Tuscola ISD  
1385 Cleaver Rd Caro, MI 48723  
aastley@tuscolaisd.org

*Internal Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application and a current resume.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.