Position Title: Pupil Accounting Auditor/Finance Support Secretary  
Department: Central Office - Administration Building  
Reports To: Chief Financial Manager  
Prepared By: Jeanne Day  
Approved by Superintendent: 3/2020  
Revised by:  
Approved by Superintendent:  
Position Description Revised: Date(s):  

SUMMARY:  
Performs pupil accounting auditor duties along with financial support specialist duties. Works with limited supervision and is responsible for his/her own operation.

This position is classified under Group III of the nonunion clerical employee’s group.

This person works up to 8 hours a day; up to 210 days a year. Additional hours/days may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.
- Maintains thorough knowledge of pupil accounting rules and regulations and serves as 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.
- Cross trains with other members of the accounting department.
- Meets deadlines and adheres to specific time constraints.
- Keeps confidential matters confidential.
- Possesses thorough knowledge of the Tuscola Intermediate School District’s organization, educational philosophy, accounting system, purchasing policy, and organizational chart.
- Processes information using office equipment and software housed in the building.
- Maintains thorough knowledge of software used.

SUPERVISORY RESPONSIBILITIES:
None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Associate’s degree in accounting or related field, or two years of post-secondary training in related field, or a minimum of three years of work experience with responsibilities primarily related to bookkeeping functions.

CERTIFICATES, LICENSES, REGISTRATION:
Associate’s degree or documentation of post-secondary training.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret documents. 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.
MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:
Ability to operate a personal computer and related software. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to develop effective working relationships with staff and the school community.

Upon initial placement in this position, the employee must 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. Must have valid driver’s license and vehicle to travel between worksites.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to type and stand or walk. The employee is also regularly required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when writing or operating a calculator. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee must occasionally lift up to 25 lbs. and push/pull up to 50 lbs. such as a case of paper.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, depending on daily activity. The employee must be able to adjust to working in different areas with different personnel. The position requires the individual to meet deadlines with severe time constraints. Attendance is important and the employee must maintain regular attendance to meet the demands of LEA services.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.