**Pupil Accounting Auditor**

Secretarial/Clerical Employee

**Report To:** Director of Finance

**Length of Contract:** 200 Days/12 Months

**Employment Status:** Union, Non-Exempt

**Qualifications:**

* Minimum requirements of High School diploma or equivalent.
* Two (2) years on the job secretarial/clerical experience preferred.
* High degree of proficiency in office procedures and protocols.
* Proficient in standard office equipment and word processing/business software applications and efficient use of current office technology.
* Excellent organizational skills.
* Possess quality written and oral communication skills.
* Able to work and communicate effectively with students, parents, staff, schools and community constituents
* Able to effectively take direction, as well as, work independently and as a member of a team.

**General Description:** The role of the secretarial/clerical employee is to provide quality services to the department and work effectively with all constituents of the (School District).

**Essential Functions:**

* Conduct and submit pupil audits per the requirements of MDE and review pupil accounting with LEAs according to state requirements.
* Remain up to date on all state funding of FTEs and other pupil accounting information and serve as liaison between MDE and LEAs.
* Provide technical assistance for memberships and keep local districts up-to-date on current pupil accounting procedures and required documentation.
* Provide information via website on all pupil accounting worksheets and information and keep the website up-to-date with this information.
* Provide workshops or one on one for LEA’s on pupil membership when necessary.
* Assist as Attendance Officer in the processing of truancy referrals/meetings and filing of petitions with the court.
* Coordinate with administration and staff all public relations efforts for all (School District) departments.
* Provide primary or secondary coordinating services with on-line access for assigned (School District) workshops, trainings and events.
* Support to various departments within the ISD, as requested, as well as support/reporting/data collection including grant programs and DIMMSAT (Math/Science/Technology Center) within the (School District) and County ISD.
* Maintain and enter data for students and staff as required by the districts and individual grants and for LEA teachers. Internal and external grant reporting as required.
* Serve as the MPAAA U.P. Representative – coordinating conferences, attend executive board meetings (once a month) and serve as MPAAA liaison for all local school districts within the U.P on a rotating basis with approval by administration.
* Coordinate, as needed, staff inservice activities within the ISD.
* Provide assistance to the Math/Science/Technology Center on any upcoming grants as well as current grants, such as planning, reporting, gathering information, etc.
* Coordinate and provide services twice a year for Collective Bargaining Workshops for students in both (Counties).

**Other Duties and Responsibilities:**

* Serve as a positive role model for (School District) constituents demonstrating how to be a responsible citizen and productive member of society.
* Adhere to the (School District) Code of Ethics.
* Ability to carry out other associated duties as assigned by administration.

**Additional Working Conditions:**

* Occasional exposure to blood, bodily fluid and tissue.
* With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

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Superintendent or designee Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the district’s Bylaws and Policies, which are available online. These are also housed in the Superintendent and Departmental Offices and available during normal business hours.

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Signature of Staff Member Date