



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Pupil Accounting Auditor
Reports To: Deputy Superintendent
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Approved Date: 02/2003
Last Revised Date: 05/2010

Summary: Provide pupil accounting service to local districts by performing the following duties.

Essential Duties and Responsibilities:

- Audit-district pupil accounting records for state aid payments
- Perform required Graduation and Dropout (GAD) Activities
- Facilitate training sessions for district personnel who assist in the preparation of reports
- Complete state required reports
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Associates Degree; One to three years related experience and/or training; or equivalent combination of education and experience

Certificates, License, Registration:

None specified.

Other Skill & Abilities:

Ability to communicate effectively including listening
Works in a team-oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data & write reports
Maintains confidentiality
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities

Physical Demands:

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. The employee is frequently required to stand, walk, talk and hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The noise level in the work environment is generally quiet to moderate levels.

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

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.