



October 30, 2025

**PUPIL ACCOUNTING AUDITOR/
ATTENDANCE OFFICER**

TITLE: Pupil Accounting Auditor/Attendance Officer

CLASSIFICATION: Ancillary, 260 days

REPORTS TO: Assistant Superintendent for Professional Learning and
Innovation And Assistant Superintendent of Special Education

Job Summary:

This position shall be responsible for investigating and counseling of students and families with excessive attendance problems, conducting pupil accounting field audits and enforcing any statute, rule or interpretation as they pertain to school attendance and pupil accounting and auditing for Northwest Education Services and its constituent districts.

Evaluation: Performance will be evaluated by the Assistant Superintendent for Professional Learning and Innovation.

Job Qualifications:

1. Associate's Degree required, Bachelor's preferred; recent and relevant work experience; accounting or auditing experience preferred.
2. Demonstrates ability to learn, understand, interpret, apply and convey complex rules, regulations, policies and procedures.
3. Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, constituent school districts, community and state agencies, vendors and others. The position requires the ability to handle problem situations in a tactful, courteous and respectful manner.
4. Analytical ability for problem solving, ability to develop findings and conclusions based on an objective evaluation of pertinent facts.
5. Strong attention to detail and high degree of accuracy.
6. Ability to implement new initiatives for continuous improvement of processes and services in alignment with the organization's strategic plan.

7. Ability to utilize discretion and sound judgment in handling confidential information and documents.
8. Ability to work both independently and cooperatively as a team member.
9. Possess skills in planning, organization of data, and problem solving to include integration and interpretation of data.
10. Ability to effectively prioritize tasks to meet deadlines and balance competing priorities.
11. Advanced skills with technology tools to create complex spreadsheets, enter and manipulate data, generate reports and documents in a user-friendly manner, and research and implement new applications.
12. Ability to travel to other districts and locations as needed. On-site duties to be performed in the office environment.

General Responsibilities:

Attendance Officer Role

1. Performs the duties of the Attendance Officer for the Northwest Education Services District as defined in MCL Section 380.1561 - 1599 of the Michigan School Code, including being deputized.
2. Develops and publishes updated written guidelines dealing with school referrals for attendance and truancy.
3. Serves as a resource for constituent districts regarding attendance programs, interpretations of policies/laws and record keeping requirements.
4. Coordinates the referral process for schools reporting attendance issues. Reviews referrals and sends out notice of non-attendance along with other necessary legal documents. Determines the direction of the investigation and level of involvement for corrective action.
5. Advises parents and students on the necessity for regular attendance, providing information about State requirements and school district rules and regulations. Provides guidance to parents on how they can assist in improving student attendance.
6. Services as a liaison between schools and local agencies such as social services, court services, and local law enforcement regarding student truancy. Works alongside these agencies to create an effective and systematic process for working with chronically absent students with intervention and assistance and the core of the work.
7. Act as the petitioning agent to the court for the school in cases where students are in

continual violation of compulsory attendance law and interventions are unsuccessful. Works with local districts to prepare for formal hearings/court cases.

Pupil Auditor Role

1. Schedules, plans and conducts on-site field audits for the Fall and Spring FTE Counts for local school districts and Public School Academies verifying that each LEA/PSA membership count has been reported in accordance with state rules, regulations and official interpretations.
2. Develops and maintains appropriate documentation to validate audits in accordance with the Michigan Department of Education Pupil Accounting and Auditing Manuals.
3. Maintains the field audit calendar in accordance with the required audit cycles as put forth by the Michigan Department of Education.
4. Keeps abreast of all statutes, administrative rules and Michigan Department of Education interpretations and guidelines to ensure audits are conducted accurately. Communicates changes in a timely manner with affected groups.
5. Communicates audit results to LEA/PSA administrators.
6. Offers technical assistance and follow-up suggestions to constituent districts for improving the documentation and procedures for membership claims to achieve efficient and accurate pupil audits.
7. Collaborates with Pupil Auditing Team to coordinate ongoing training and establishes onboarding procedures for regional staff with responsibilities for pupil accounting.
8. Conducts audits of pupil exit statuses in accordance with Pupil Membership Auditing Manual.
9. All duties as assigned by the Supervisor

Apply online at NorthwestEd.org under Employment Opportunities. Applicants can attach cover letter, resume and transcript(s). Posting deadline: until filled.

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