



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title: Project Specialist II-Pupil Accounting and Data Facilitator

Job Summary:

The Project Specialist II-Pupil Accounting and Data Facilitator is responsible for planning, coordinating and implementing programs, projects and services that support the functions within the business office. Works as a team member to review and verify state reports, pupil accounting audits, statistical summaries and complex financial data. Assists the department director with the coordination and assignment of work to ensure that projects are completed in a timely manner. Prepares, develops and analyzes financial data, statistical reports and spreadsheets.

Essential Duties (May include, but not limited to):

1. Designs and manages electronic interfaces, file structures and databases in the assigned area.
2. Works with department staff to plan, coordinate and implement related training and inservice activities.
3. Responsible for the preparation, development and analysis of complex financial data, spreadsheets and statistical reports.
4. Reviews, analyzes and verifies reports, statistical summaries for Genesee County and Statewide and other related data.
5. Works with constituent district personnel, central office staff, superintendents and administrators to provide assistance for the accurate completion of reports and projects that relate to the service area.
6. Works as a team member to analyze and solve complex accounting and auditing functions, teacher certification, criminal records information and related problems, as assigned.
7. Composes and prepares correspondence.
8. Responds to and processes inquiries received from intermediate school district departments, local school districts building/program administrators, and Michigan Department of Education.
9. Participates in quality assurance auditing and monitoring for Pupil Count.
10. Works with department staff to prepare, maintain and update employee payroll and attendance information.
11. Cross-trains and serves as a back up to business department staff.

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Essential Duties Continued:

12. Assists the department director with the coordination and assignment of work to ensure that projects are completed in a timely manner.
13. Completes Section 25e adjustment requests and prepares statistical reports.
14. Updates Educational Entity Master (EEM).
15. Maintains confidential data files and follows district policies and procedures related to the sharing of confidential information.
16. Works as a team member to process substitute teaching permits and teacher certification for the district and constituent districts.
17. Researches and prepares the property transfer information for the board of education, attends the hearing, prepares the proper documents to be sent to the Michigan Department of Education, school districts and local governments, as assigned.
18. Consistently models Win-Win leadership.

Other Duties:

1. May represent the district at local and state seminars and training sessions.
2. May be cross-trained to serve as back up within the district and constituent district for Business Services functions and support.
3. Performs other related duties as assigned.

Qualifications:

Education:

Associate's degree in in business, finance, accounting or related field with coursework in advance accounting, math, statistics, finance or economics required. Bachelor's or advanced degree preferred.

Experience:

Minimum five years' experience in an office setting preferred. Three years' experience with computer systems, data management, accounting and spreadsheet development preferred. Experience using SchoolsOpen software desirable.

Skills/Other:

Able to pass proficiency testing at the advanced skill level in Microsoft Word, Excel and Access, business math, spelling and typing (45 wpm) required. Works to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines and produce accurate work. Able to relate effectively with others through oral and written communication, strong teamwork, interpersonal communication and problem solving skills. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Ability to maintain a calm, poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

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Special Job Considerations:

Certification: Desirable

Type of Certification: MSBO Certification SED (Specialist in Educational Data)

Bargaining Unit: Genesee Intermediate Educational Support Personnel

Salary Schedule: Technology and Specialist Salary Schedule

Immediate Supervisor: Business Services Administrator

Supervision: None

Date: April 13, 2021, August 3, 2021

TLH:sb 

JD: 839