



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Student Support Services Department Bookkeeper, Level IV
12-month position, 8 hours per day

Location: Kurzman Administration Building, Crary Campus

Minimum Qualifications:

- Associates Degree preferred
- Three years related experience
- Ability to work with sensitive material in a confidential manner
- Skilled in Microsoft Office Suite and Google Workspace
- Ability to coordinate and process data in a timely, accurate manner; strong analytical skills
- Demonstrate a high degree of initiative, plan and organize work independently
- Meet timelines, maintain records, prepare reports, and have the ability to multi task
- Excellent written and oral communication skills

Essential Duties and Responsibilities:

- Ensure all Special Education expenditures align with allowable costs under IDEA/MARSE rules, and are allocated appropriately by account number.
- Prepare and maintain assignment letters, track and monitor Special Education staffing levels, including Full-Time Equivalency (FTE) data, and related staffing allocation
- Develop and maintain building distribution and staffing allocation spreadsheets for Special Education programs
- Coordinate with Human Resources and Payroll to verify accurate coding of Special Education staff, substitutes, and contracted personnel.
- Develop and maintain grant budgets, revisions, and carryover, ensuring program changes are submitted in accordance with Oakland Schools, Michigan Department of Education and federal requirements

- Maintain documentation for proportionate share calculations, including private school consultation records and service logs
- Support Medicaid billing compliance by tracking provider credentials and monthly submission status; follow up with staff to resolve missing or incomplete documentation
- Maintain Special Education equipment purchases with inventory requirements, including distribution, tagging, tracking, and disposal procedures aligned with state and federal guidelines
- Maintain documentation necessary for audits, grants and financial reviews
- Process all Special Education program requisitions, invoices, reimbursements and purchasing card transactions
- Track contracted service provider hours and invoices (SLP, OT, PT, Psych, Social Work) to ensure compliance with contract terms and grant allowability.
- Assist with fiscal year-end related activities including encumbrance reviews, petty cash closeout and expenditure reconciliation
- All other duties as assigned.

Reports To: Executive Director of Student Support Services
Department

Workday/Week: Monday – Friday

Starting Date: ASAP

Compensation: MESPA I Master Agreement, Classification IV
New Hires: Starting Salary \$17.70 - \$23.69 (Based on qualifications and experience)

Posting Date: June 15, 2026

Posting Deadline: Until filled

Internal and external candidates may apply by visiting and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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