

**WALL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL OFFICE**

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**TITLE: DATA PROCESSING COORDINATOR**

**REPORTS TO: BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**PERFORMANCE**

**RESPONSIBILITIES:**

1. Perform daily backup for Fund Accounting, Payroll and Personnel.
2. Monitor the progress of the backups for file corruption and errors.
3. Schedule and secure programs and system updates from Systems 3000.
4. Assist 43 users when network or operator fail and troubleshoot Systems 3000. Fund Accounting, Payroll and Personnel programs.
5. Logout users throughout the district as needed.
6. Assist Accounting Manager in fund accounting programs.
  - a. Create file transfers for check reconciliations.
  - b. Create new budget.
  - c. Process year-end rollover.
  - d. Encumber payroll.
  - e. Provide reports for year-end audit.
  - f. Provide monthly ADA
  - g. Implement Bank of New York online programs.
7. Assist Payroll Coordinator with payroll programs.
  - a. Create custom reports.
  - b. Transfer direct deposits online for each contract payroll.
8. Assist Human Resources with personnel programs.
  - a. Create custom programs.
  - b. Verify data by checking against contract information.
9. Perform downloads to DOENET.
10. Perform transfers to DOENET.
11. Create user profiles on NJHOMEPAGE (State of NJ online reporting).
12. Create user profiles and monitor user authorities for Systems 3000.
13. Assist district personnel Attendance Coordinator.
  - a. Year-end rollover.
  - b. Custom reports.
  - c. Create attendance profiles.
14. Maintain daily attendance for Business Office personnel.
15. Print W2's and 1099's.
16. Enter year-end register summaries on NJDOENET which involves coordinating attendance for all schools for examination by auditors and monitors.
17. Work with Systems 3000 programmers and technicians to restore and/or verify integrity of files and in testing and creating new programs.
18. Access old UNIX server for historical data not captured on current platform.
19. Maintain confidentiality in all aspects of the job.
20. Any other duties as assigned by the administrator/supervisor.
21. Implement on-line programs when they become available. Example: tax reporting, bill remittance.

Cross-trained in various functions within the Central Office.

Note: Many functions are deadline driven.

**APPROVED:** July 13, 2004