

**WALL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL OFFICE**

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**TITLE:** JUNIOR ACCOUNTANT

**REPORTS TO:** Business Administrator/Board Secretary or designee

**QUALIFICATIONS:** 1. Bachelor's Degree  
2. Experience in payroll reporting and tax shelter administration.

**JOB GOAL:** To assist Accounting Manager in all areas of Systems 3000 (payroll, personnel, and fund accounting).

**PERFORMANCE RESPONSIBILITIES:**

1. Create file transfers for banking.
2. Prepare files for annual budget
3. Process year-end rollovers.
4. Provide reports for audit.
5. Create custom programs and reports.
6. Maintain daily attendance for Business Office.
7. Print W-2's
8. Print 1099's
9. Reconcile checking accounts
10. Account analysis
11. Create user profiles for NJ Home Page and My New Jersey.
12. Create user profiles for Systems 3000 and monitor user authorities.
13. Work with Systems 3000 programmers and technicians.

**TERMS OF  
EMPLOYMENT:** 12 months

**EVALUATION:**

**APPROVED:** May 10, 2006