

ROLE OF THE ASSISTANT SECRETARY-TREASURER / OFFICE MANAGER

Background

The Assistant Secretary-Treasurer / Office Manager is employed to assist the Secretary-Treasurer in the administration of the business affairs of the Division and is charged with overseeing the operation of the accounting, payroll and purchasing functions and the management of the personnel within the Division office.

Procedures

The Assistant Secretary-Treasurer / Office Manager shall:

1. Prepare all financial reports.
2. Manage the financial portfolio for the Division.
3. Reconcile all banking functions.
4. Supervise all accounting activities including accounts payable and payroll.
5. Supervise and coordinate the Division's financial computer system.
6. Assume all duties and responsibilities of the Secretary-Treasurer in absentia.
7. In accordance with the Board's budgetary process, assist the school-based administration in the development and operation of systems of accounting and control.
8. Assist the Secretary-Treasurer in the development and monitoring of the Division Budget.
9. Carry out such other duties as may be delegated to her/him by the Secretary-Treasurer.

Reference: Section 60, 61, 117, School Act