

## **POLICY 2120.015**

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### **ASSOCIATE SECRETARY-TREASURER**

#### **GENERAL**

The Associate Secretary-Treasurer is responsible to the Secretary-Treasurer for the management and coordination of District business operations in the areas of accounts payable, accounts receivable, payroll, budgets and general accounting. In providing leadership and service in these areas, the Associate Secretary-Treasurer is responsible for identifying the steps requisite in the budgeting process and general accounting for the appropriate completion of these steps as they relate to the Achievement Contract, the Superintendent's Report on Student Achievement, Aboriginal Enhancement Agreement and Board initiatives.

*Greater Victoria School District*

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Approved: June 24 & 25, 1991

Revised and renamed: October 21, 2013