



NNCEA FINANCE FLOW CHART

July 24 2025

Please refer to below chart to assist with finance needs for NNCEA. The below positions are held by NNCEA for finance purposes:

Finance contacts	Human Resource/Post Secondary/Program
<p>All general inquires and first point of contact regarding finance should be sent to finance@nncea.ca</p> <p>Assistant <u>comptroller</u>- jeffw@nncea.ca</p> <p>Senior Finance Officer- shirleys@nncea.ca</p> <p>Accounts payable- hildas@nncea.ca</p> <p>Payroll- norat@nncea.ca</p>	<p>All general inquires related to Human Resources are referenced in the NNCEA Human Resources Flow Chart</p> <p>Human Resource Coordinator- myrnas@nncea.ca</p> <p>Human Resources Generalist- leahh@nncea.ca</p> <p>Program Coordinator = ireneh@nncea.ca</p> <p>Post Secondary Winnipeg- craigl@nncea.ca</p> <p>Post Secondary North- ingridg@nncea.ca</p>

Roles

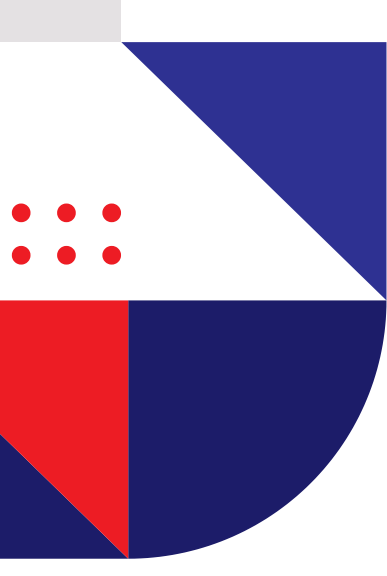
- **Comptroller (contractor)**
- **Assistant Comptroller**
- **Senior Finance Officer**
- **Accounts Payable**
- **Payroll**
- **Post Secondary Winnipeg**
- **Post Secondary North**
- **Program Coordinator**
- **Human Resource Coordinator**

Post Secondary

Task	Responsible
Student Allowance	Post Secondary Winnipeg/North
Tuition Payments	Post Secondary Winnipeg/North
Bachelor of Education Program/Mentor	Program Coordinator

Billing and Payables

Task	Responsible
Utilities Accounts	Senior Finance Comptroller
After School Programs	Program Coordinator
Shuttle Drivers	Human Resource Coordinator
Bus Riders	Human Resource Coordinator



Day to Day Operations

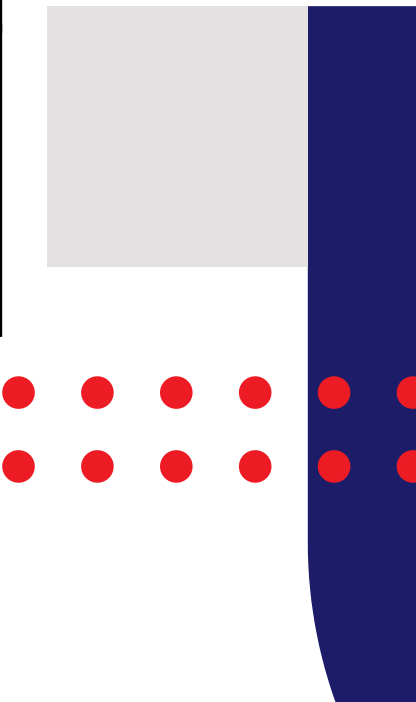
Task	Responsible
Purchase Order Requests	Accounts Payable
Payment of approved invoices	Accounts Payable
Payment of PO generated invoices	Accounts Payable
Accounts Payable Invoicing	Accounts Payable

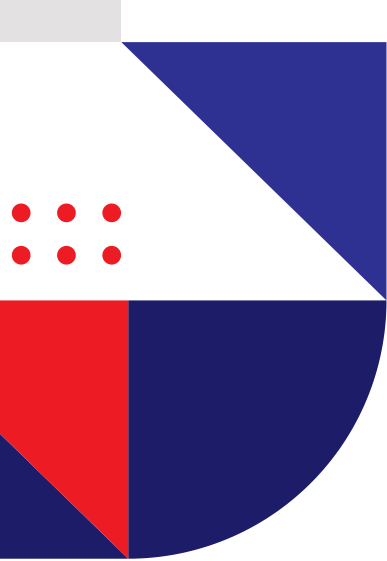
Payroll

Task	Responsible
Calculation of payroll hours	Human Resource Coordinator
Teacher/Humi Staff payroll hours	Human Resource Generalist
Payroll implementation	Payroll clerk
Group insurance payments	Payroll clerk
CRA, Union, Housing, Pension payments	Payroll clerk

Operations

Task	Responsible
Audits, Budgeting, and escalated inquiries	Assistant Finance Comptroller





Purchase Orders for supplies

Step 1	Utilize an ordering form from the required vendor or a school provided form identifying all the required information related to the items required
Step 2	Provide order request to Supervisor to approve
Step 3	Approved request is sent to ordering@nncea.ca by the school with authorization
Step 4	Ordering@nncea.ca acquires a formal quote from company
Step 5	Quote is provided to finance for processing

Purchase Orders for local entities

Step 1	A PO request form identifying the vendor, amount, reason, and code is created
Step 2	Administration approves purchase order request and sends request to finance@nncea.ca
Step 3	Finance accounts payable executes request

General Inquiry email: finance@nncea.ca

