

# Who to contact...

Nicole Britton, Senior Manager of Financial Services – ext. 22197

- oversees all financial aspects of the board, including accounting, purchasing, and payroll; preparation of annual financial statements and other reporting information for the Ministry of Education

## Accounting

Victoria Stewart, Accounting Manager – ext. 22110

- oversees all accounting related activities and the board's internal audit function; provides support for school generated funds; administers credit cards; financial reporting; tangible capital assets

Darlene Fell, Finance Officer – ext. 22193

- maintains the general ledger system and bank reconciliation; provides support for the board's internal audit function; liaison with schools for school generated funds; maintains capital asset records; administers bursaries and scholarships

Cathy Conkie, Senior Accounting Clerk – ext. 22107

- processes all non-purchase order related invoices including field trips; produces cheques and EFT payments

Peter Gautreau, A/P Accounting Clerk – ext. 22124

- processes all purchase order related invoices

Dawn Chambers, A/P Accounting Clerk – ext. 22112

- processes all utility invoices, leases, transportation contracts and school petty cash reports

Yvette Johnson, A/R Accounting Clerk – ext. 22195

- acts as accounts receivable clerk; processes reimbursement of expenses claims, charitable trust and donations

## Purchasing

Tracey Choy, Supervisor of Purchasing – ext. 22198

- oversees the procurement of goods and services for schools and service departments in accordance with board policies and procedures; board's contact for tenders/RFPs, cell phones, and photocopiers

Janice Jones, Purchasing Assistant – ext. 22119

- provides support for the procurement of goods and services; processes purchase orders; maintains board purchasing catalogues and tender/RFP registry

Donna Canning, Purchasing Clerk – ext. 22108

- provides clerical support for the purchasing and accounting departments; VISA card management; receipt of goods

## Payroll

Pam Dudman, Payroll Supervisor – ext. 22176

- oversees all payroll related activities; administration of pension plans and retirement gratuities; maintains database for leaves of absence/statutory benefits/vacation pay

Susan Kennedy, Assistant Payroll Supervisor – ext. 22182

- assists with all payroll related activities; administration of employee life & health trusts and maintains self-funded leave plans

Wendy Collins, Senior Payroll Officer – ext. 22178

- administration of principal & vice principal payroll; secondary teacher, LTO and occasional payrolls

Janet McLean, Payroll Officer – ext. 22172

- administration of elementary teacher payroll; occasional EA and DECE payrolls

Laraine Langley, Payroll Officer – ext. 22141

- administration of EA/DECE payroll; custodial payroll (North)

Lorri Jameson, Payroll Officer – ext. 22175

- administration of EA/DECE payroll; custodial payroll (North)

Karen Franke, Payroll Officer – ext. 22160

- administration of secretarial and occasional secretarial payrolls; ESL/Home Instruction and Continue Education