

KERI WOODSIDE

SENIOR PROJECT ACCOUNTANT

Markham, ON 

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416-316-9366 

Profile

A results-driven Senior Project Accountant with over 15 years of experience in supporting, coordinating, and monitoring major projects to ensure budget adherence, and performance target achievement. Skilled in engaging with cross-functional teams to define project scope, develop project plans, and recommend optimization initiatives. A confident communicator who excels in maintaining and cultivating sustainable working relationships. Provides positive and consistent mentorship and training to Junior Accounting Staff, with confidence.

Core Competencies

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|---------------------------------|---------------------------|-------------------------|
| ▪ Project Management & Planning | ▪ Effective Communication | ▪ Relationship Building |
| ▪ Cost Control & Risk Analysis | ▪ Critical Thinking | ▪ Conflict Resolution |
| ▪ Systems & Process Management | ▪ Accountability | ▪ Mentorship |

Career

Senior Project Accountant | Urban Strategies Inc., Toronto, ON

02/2022-present

- Setup and maintain all projects in ERP system including review of contract and billing terms, budget and billing rates, staffing workplan, fee structure and invoicing setup and customization.
- Provide support to Project Managers, Principals and Partners to identify and resolve issues with cost overrun including monitoring monthly burn, team allocation vs utilization comparison, and flagging for potential scope creep and other potential risks.
- Complete Project Profitability analysis for Partners, Principals and Project Managers, when required.
- Prepare monthly pre-billing WIP reports to Project Managers for review.
- Revise, finalize and distribute monthly client invoices including backup and reconciliations when required.
- Accounts Receivable follow-up including responding to client inquiries and initiating collections on past due accounts.
- Assist with monthly cash flow forecast including creation of an automated dashboard in the ERP system for the CFO.
- Assist with additional monthly accounting duties such as general journal entries, cash receipts, balance sheet reconciliation, Ledger account creation & maintenance, year-end preparation and HST preparation.
- Identify and implement system and process improvements to optimize efficiency.
- Provide guidance and direct mentorship to Junior Accounting staff and administrative team.
- Oversee all monthly accounts payable process' including review of coding, entry and biweekly payment runs.
- ERP System Administration (Deltek Ajera) including new employee setup, internal support, and engagement with Deltek Customer Support Team, as needed.
- Develop and implement training to all Project Managers, Principals, Partners & Accounting team on the understanding and use of the ERP system & custom created dashboards for Efficient Project Management & Delivery.
- Creation and maintenance of custom Dashboards, Widgets and reporting for all project managers and accounting team

Project Billing Coordinator (Dec 2020-Feb 2022)

- Setup and manage new projects, clients, and vendors in ERP system for all portfolios and projects.
- Prepare and generate monthly draft invoices & pre-billing reports for Project Manager and Sector Lead review.
- Prepare and distribute final invoice packages to all clients ensuring client deadlines are met and details are accurate.
- Run and distribute monthly WIP & Revenue reports flagging discrepancies and working with Project Managers and Sector leads to ensure timely and accurate monthly revenue reporting.
- Identify and implement system and process improvements for a more efficient billing and revenue reporting system.
- Develop and implement ERP training to all Project Managers, Team Leads and Sector Leads
- Additional monthly accounting duties such as general journal entries, cash receipts and general reconciliation.

Operations & Administrative Coordinator (Sep 2020--Nov 2020)

- General Office Management and Operations Support including onboarding and & training all new hires.
- Payroll and Employee Benefits Administration and Implement new HRIS system to accommodate rapid company growth.

Jacobs Engineering Group (formerly CH2M Hill), Ottawa, ON

04/2016-09/2020

Project Controls Specialist (Mar 2020-Sept 2020)

- Collaborate with Project Managers and other team members to analyze and report on the cost status of the project highlighting performance trends and make recommendations of key actions where applicable.
- Monitor cost performance data and variance analysis.
- Participate in pricing and scheduling for new projects and proposals.
- Prepare monthly EAC's on all active projects in the Ottawa office for accurate revenue recognition and reporting.

Executive Assistant (Apr 2016-Mar 2020)

- Provide strategic and operational support to the Americas Director of Project Delivery and Risk, with a focus on driving robust compliance measures to sustain operational efficiency.
- Perform detailed analytics on project performance and risk for all Regions in North America

Billing Specialist| URS Corporation, Markham, ON

02/2011-01/2013

- Prepare and distribute monthly project pre-billings to Project Managers for review and approval and distribute final invoices to clients.
- Coordination with AR and AP teams for resolution of outstanding invoices for past due accounts & subconsultant pay-when-paid contracts.

Billing Coordinator| MMM Group Limited, Markham, ON

07/2009-02/2011

Project Accounting & Operations Support| TMIG, Vaughan, ON

03/2006-06/2009

Administrative Support & Accounting Assistant| Cansult Limited, Markham, ON

05/2003-03/2006

Education

Athabasca University, Athabasca, AB*ongoing*

- Bachelor of Commerce, Accounting
Anticipated completion – 06/2026