**James Dennis CPA, MBA – Project Portfolio**

**Give and Go Prepared Foods Inc. - Consultant**

Design, creation and implementation of Vena system for consolidated reporting, budget creation and distribution

2018-2020 – 2 years 5 months

Design and creation of Vena models within Vena software. Key SME for creation of ERP and Consolidated reporting models and, complete budgeting and forecasting models for sales by sku, extraneous sales costs, overheads, operating expenses and HR costs. Defined and assumed the administrator role for ETL functions, Vena structure, integration channels, security design and implementation, workflows, task bindings and report design and building. Creation and administration of data loads and proofs, currency translations, integration error identification and its automation.

**Give and Go Prepared Foods Inc. - Consultant**

Implementation of Infor ERP (Finance functionality)

2017-2018 – 7 months

Participated in design of the Infor ERP software. Created the master chart of accounts and the mapping files from each ERP (4) to the Infor master chart. Setup the entire chart and mapping prior to training. Designed, wrote, populated and validated basic finance reports to system. Provided professional guidance on corporate finance best practices for consolidated reporting.

**Dominion Diamond Corporation – Consultant**

Provide change management support for conversion of new systems and design of finance department process flows

2016 – 2017 – 9 months

Assess and document month end process for mining joint venture and its limited partnership entity.  
Assist with conversion of process from Navision to SAP.  
Develop and/or recommend improvements to month end/consolidation process.  
Suggest and/or develop automated VBA solutions for tedious tasks.

**Shawcor Ltd. - Consultant**

Process improvement analysis, design and implementation of automated VBA Solutions and to assist with operational reporting functions

2016 – 2016 – 4 months

Evaluated systems and processes and recommended system/application improvements - which were adopted by CFO and resources allocated to implement.   
Automated tedious month end information gathering  
Assisted with quarter end responsibilities including foreign exchange analysis, statement production and notes and production of MD&A

**RioCan Management Inc.**

Detailed Financial Statement Analysis Presentation (for - Senior management, CFO, Audit committee and board of Directors)

2015-2016 – 3 months

Design and create linked 50 plus page Power Point presentation in Workiva that explained in detail the movements in both consolidated balance sheet and income statement.

**RioCan Management Inc.**

Automated Non-Consolidated Financial Statement Production

2016 – 3 months

Created Smartview reports to download entity results, provide detailed equity continuity reports, automated working paper files and formal statement / note templates for submission to tax and eventually to tax authorities.

**RioCan Management Inc.**

Mortgage & Debt Reporting Database

2015 – 3 months

Design and create debt database of all debt in current Excel file (58 tabs)

Design and develop an internal Excel VBA report writer to produce the tables and reports to support the MD&A tables, the financial statement notes and provide audit support documentation.

**RioCan Management Inc.**

Consolidated Cash Summary Report

2015 – 1 month

Design and create detailed consolidated cash report that linked 100% owned amounts and foreign currency amounts to the consolidated results by individual bank account (over 200) through Smartview and Insight report integration and VBA macro design.

**RioCan Management Inc.**

Automated Audit Lead Sheet Report Creation File

2015 – 2 months

Designed and created an automated program to run all Smartview reports for external auditors at the hierarchy level of their choice and have them saved in a directory for their use.

**RioCan Management Inc.**

Close Validation Control File

2015 – 1 month

Designed and created an automated validation file to track movements/entries made after operational close /audit lead sheet date. File tracked approved journals and validated current system data to expected results and provided continuity from audit lead sheet to final reported numbers.

**RioCan Real Management Inc.**

Process Reengineering and JD Edwards Implementation Project

2013 – 4 months

Reverse engineered and documented operational reports for development in the new JD

Edwards 9.1 system.

Developed and provided automated mapping tables for lookup of revised Company,

Business Units and Accounts including related Category Codes and User Defined Codes

(UDCs).

**Canadian Tire Corporation, Limited**

G/L Reconciliation Control Project – Enterprise wide reconciliation control

2013 – 5 months

Devise and setup controls to monitor and validate completion of all G/L account reconciliations across all companies and departments.

**Canadian Tire Corporation, Limited**

High 5 Recognition Awards Program – Enterprise wide employee award program

2012 – 5 months

Project Lead responsible for:

* Accounting processes and controls for all companies
* Tax processes for GST/HST and payroll employee benefit recording and reporting
* Intercompany invoicing and settlement
* Report content and development
* Inventory monitoring and control
* Automated processing – Visual Basic

**Canadian Tire Corporation, Limited**

Automated Score Card Project – consolidated operational reporting

2012 – 3 months

Project lead responsible for:

* Design, and creation of an automated operational score card in Nvision based on the consolidated reporting structure
* Integration of reports into internal reporting processes
* Production, testing and validation of reports to consolidated results
* Divisional buy in on final reports

**Canadian Tire Corporation, Limited**

Shared Cost Allocation Project – transition to shared services model

2012 – 2 months

Project lead responsible for:

* Integration of actual data into model programs
* Development of accounting processes and controls
* Intercompany invoicing process and GST/HST control
* Development of consolidated zero balance proof system

**Canadian Tire Corporation, Limited**

Accountability Reporting Project – new management reporting category

2011 – 5 months

Project lead responsible for:

* Company wide feasibility research into restructuring of G/L data to produce Officer accountability reports
* Negotiating with divisions and other legal entities to provide accountability base reporting for loading into PeopleSoft consolidations
* Concluding that under the current G/L structures at the various entities, accountability reporting would have to be an off-line reporting process that could not be supported by the G/L without major redefining of the system dimensions

**Canadian Tire Corporation, Limited**

Forzani’s Integration Project

2011 – 6 months

Project lead responsible for:

* Investigation and documentation of internal processes to ensure consistency with CTC’s processes
* Assistance with determination of the purchase price adjustments upon purchase
* Altering the PeopleSoft configuration to accommodate Forzani’s structure
* Integration and mapping of the Forzani’s chart of accounts into the PeopleSoft consolidation
* Design and creation/integration of new nVision reports in PeopleSoft production reporting and distribution

**Canadian Tire Corporation, Limited**

CTC KDL Fuelco Limited Partnership Project – new partnership that built, opened and

operated the “OnRoute” service centres along the 400 highways in Ontario

2010 to 2012 – 22 months

Project lead responsible for:

* Interpretation of the legal entity documents and agreements
* Structural design and setup of the Limited, General and Partnership entities in PeopleSoft G/L and consolidation system
* Integration of entities into Canadian Tire consolidated and operational reporting through nVision template development
* Design, development and creation of operational reports
* Intercompany invoicing, accounting and controls including automated wire/invoicing templates with journal upload features (nVision & Visual Basic (VBA))
* Construction project accounting setup for control of budget, commitments, intercompany loan balances and ongoing expenses for the 23 sites being developed
* Intercompany loan setup, processes and controls
* Bank reconciliation process and automated banking reconciliation setup and process
* Automated cash flow reports and control sheets
* Automated reports for fee calculations with automated journal uploads
* CAM/Realty tax reporting and billing system
* Partnership reporting and cash call processes
* Development and creation of year-end statements and notes
* Audit process and controls
* Conversion process for ASPE (partner) statements to IFRS (CTC) statements
* Training and integration of Partnership accounting into CTC’s Petroleum division

**Canadian Tire Corporation, Limited**

IFRS Dual Accounting System Project – IFRS Transition

2009 – 6 months

Project co-lead responsible for:

* Devising, developing and creating a method of dual accounting for GAAP and IFRS
* Documenting the final solution and setting the milestones for monitoring progress
* Designing a conversion plan for carry on after the conversion year
* Document impact studies into IFRS system/reporting and bring issues to committee
* Monitor project progression and react to issues as they arise

**Canadian Tire Corporation, Limited**

IFRS Fixed Asset Transition Project – IFRS Transition

2010 – 3 months

Project lead responsible for:

* Research and documentation of changes and/or additions/deletions necessary for GAAP entries to be converted to IFRS compliant entries
* Development of Excel based record file that integrated with IFRS reporting templates and created the IFRS conversion script files for upload to the Fixed Asset module in PeopleSoft
* Design and creation of dual purpose (GAAP/IFRS) continuity reports for interim reporting and control
* Processing, testing and validation of reports to predetermined outcomes under IFRS

**Canadian Tire Corporation, Limited**

Intangible Assets Migration Project - changes to accounting treatment

2009 – 2 months

Project lead responsible for:

* Research and development of feasible plan to move the intangible assets from Fixed Assets subledger to a new Intangible Assets subledger
* Coordinate the move of the individual assets including historical data from the Fixed Assets subledger to the new Intangible Assets subledger
* Coordinate the move of WIP balances to the new G/L accounts
* Create flat files for script input of necessary entries
* Document all movements of assets and provide a mapping for reference
* Create new tax reports by CCA class
* Plan for reconciliation of continuities for recategorizations
* Create and run new intangible assets continuity reports and validate results
* Integrate into chart of accounts and PeopleSoft trees

**Canadian Tire Corporation, Limited**

PeopleSoft Upgrade Project - to PeopleSoft 9.0

2008 – 3 months

Project co-lead responsible for:

* Research and documentation of impacts of new web-based upgrade on consolidated reporting configuration and report creation
* Plan and direct the changes required to accommodate the upgrade
* Train staff in use of the new system and reporting tool

**Canadian Tire Corporation, Limited**

PHREDS Project – HR employee payroll & documentation system

2008 – 1 year

Project co-lead responsible for:

* Setup of project processes and reporting
* Documentation and setup of cost centre structure and reporting scheme
* Creation of project reports for senior management and project control

**Canadian Tire Corporation, Limited**

Capital Lease Project – new capital lease criteria and treatment

2008 – 6 months

Project lead responsible for:

* Research and classification of all leases
* Design and development of processes and controls to capture and record new & existing capital leases
* Creation of comprehensive lease files in Nvision that track and control all capital leases and creates and uploads monthly journals for G/L and flat files for fixed asset script processing
* PeopleSoft fixed asset module control designs to alert staff of pending expiries
* Calculation and adjustment files for early retirements
* Crystal reports for capital lease reporting

**Canadian Tire Corporation, Limited**

Sale Leaseback Processes & Controls – Sale leaseback of distribution centres

2008 – 5 months

Project lead responsible for:

* Research and retirement of all fixed assets related to the two distribution centres being sold and leased back
* Design and execute disposal of assets and setup of leases
* Setup and development of processes and controls to account for the deferred gains on the sale of the distribution centres
* Design and create reports to track and upload monthly entries

**Canadian Tire Corporation, Limited**

Foreign Buying Office Conversion – wind up of legal entities to internal departments

2008 – 3 months

Project lead responsible for:

* Setup of rules and processes for multicurrency translations in PeopleSoft
* Processes to segregate the foreign sourced and local source entries in PeopleSoft
* Automated intercompany account reconciliations including translation adjustments
* Automated uploading of foreign currency trial balances

**2007 - Canadian Tire Corporation, Limited**

1. Air Canada Prepaid Ticket Project – tracking reports & processes for prepaid air tickets - 7 months
2. Internal Audit Scoping Report Project – full consolidated line breakdowns to accounts/departments – 2 months
3. CPMO Labour Chargeback Project – labour costs allocated to divisions – 4 months
4. Travel Policy – research and development of Enterprise wide travel policy – 3 months
5. Corporate Controls, Documentation and Improvements – research, redesign and implement controls for CEO/CFO certification – 3 months
6. Corporate Expense Automated Reforecast Reports – automation of reporting of Corporate expense and reforecast for year – 3 months
7. Legal Report for General Counsel – monthly reporting by law firm – 2 months

**2006 - Canadian Tire Corporation, Limited**

Business Continuity Plan – research, document and consolidate the plan for consideration

**2005 - Canadian Tire Corporation, Limited**

1. Self-sustaining to Integrated Subsidiary Project – conversion plans, processes and controls for converting foreign subs to new classification – 4 months
2. Corporate Allocations – allocation of corporate expense to divisions – 6 months
3. Capitalized Interest – redesign and expansion of capitalized interest calculation, reporting and recording (in F/A module in PeopleSoft) – 5 months

**2004 – Canadian Tire Corporation, Limited**

1. ARO/Impairment Project – process design and implementation in PeopleSoft – 3 months

**2003 - Canadian Tire Corporation, Limited**

1. PeopleSoft upgrade to 8.0 web-based
2. PeopleSoft consolidation configuration for CT Bank and related subsidiaries
3. CEO/CFO controls assessment, organization and documentation

**2002 - Canadian Tire Corporation, Limited**

1. PeopleSoft consolidation patch upgrade
2. Divisional Balance Sheet Project
3. Cost/Equity Based Transition Project

**2001 - Canadian Tire Corporation, Limited**

1. CTREL Limited Partnership setup Project
2. Mark’s Work Wearhouse Project
3. Temporal Translation Project
4. Automated Mock-up, Corporate Expense and Cashflow Project
5. Automated Subsidiary T/B Load and Upload Project

**2000 - Canadian Tire Corporation, Limited**

1. Bulk Entry Upload Project
2. PeopleSoft Fixed Asset Module Accounting & Reporting Improvement Project
3. Capitalization Policy Project
4. Stale Dated Cheque Validation Process
5. Bank Reconciliation Project
6. Automated FCTA Calculation & Proof Project
7. PeopleSoft Fixed Asset Write-down Project

**1999 - Canadian Tire Corporation, Limited**

1. PeopleSoft Y2K Upgrade Project

**1996/1997 - Canadian Tire Corporation, Limited**

1. Hyperion Consolidation Conversion Project

**1995 – Noma Industries**

1. Hyperion Consolidation Conversion Project

**1993 – Bramalea Inc.**

1. Hyperion Consolidation Conversion Project