

Philip Niedzwiadek, CPA

<http://Niedzwiadek.ca/>

OBJECTIVE

To leverage a variety of different data sources to optimize financial and operational performance, and communicate them to designated decision makers with technical solutions.

PROFILE

- Active interest in using information systems in a creative manner for productivity purposes and a strong desire to learn about enterprise information systems; actively learning Python, SQL, PHP and JavaScript to better understand how to better leverage large amounts of data from the web
- Technically proficient with Microsoft Word, Excel, Power Point, Access and Dynamics 365 F&O; Google Docs, Sheets, Slides, Drive; Various SAP Modules, Kofax Markview; Caseware, Sage, Simply Accounting, QuickBooks, Sage; DT Max, Tax Prep; iMIS
- Outstanding problem solving, analytical skills, attention to detail and peer coaching, as exhibited by work experience as a public accountant at Frouin Group in a financial reporting role and senior financial and systems analyst at Conference Board of Canada
- Proven communication skills with external clients and a many internal departments with the federal and municipal government, and corporations
- Completed Bloomberg Essential Market Sector Exams for commodity markets, equity markets and foreign exchange markets
- Upwards of ten years frontline customer service experience with responsibilities in account services, federal tax collection and public recreation
- Proven leadership, teamwork, interpersonal skills in academic, recreational, office and lifesaving settings with individuals of all ages
- Fluent in English and Polish, proficient in French (high school, extended level); proven through customer service experience and strong desire to continue learning French by practicing in a professional French speaking work environment
- Basic web design skills using WordPress, Wix platforms, Flask Python library, Bootstrap framework and basic JavaScript; Basic video and audio editing skills using Windows Movie Maker

EDUCATION

Chartered Professional Accountant (CPA) Designation

Sept 2018

Specialization in audit and performance management

Bachelor of Commerce, Honours, concentration in Accounting

Sept 2010 - Dec 2015

Carleton University, Sprott School of Business, Ottawa, Ontario

WORK EXPERIENCE

Systems Analyst/Corporate Financial Analyst

Jul 2019 – Apr 2021

Conference Board of Canada, Ottawa, Ontario

- Prepare yearly budget, monthly forecasts and cash flow analyses for the corporate departments then following up monthly with financial reports, variance analyses and a review of KPIs; monthly risk and scenario analyses were included after the COVID-19 outbreak
- Supporting financial month end and year end audits by validating departments' monthly closure by creating and reviewing entries (accruals, adjustments and fixed asset depreciation) and preparing account reconciliation on a monthly basis for specific accounts
- Closing out our Niagara satellite office in the wake of the COVID-19 economic downturn by recognizing remaining project revenues, resolving remaining liabilities, reconciling deferred revenues, writing-off remaining assets and coordinating delivery of remaining records and assets back to the Ottawa head office
- Lead the weekly integration of ERP (MS D365) and CRM systems (iMIS) and troubleshoot integration errors
- Leading my team in requirements gathering for a new CRM system and Financial Planning and Analysis (FP&A) tool, and currently leading the implementation for the FP&A tool
- Test and validate MS D365 improvements in the testing environments and ensure that they have been transferred to production successfully
- Assist in leading the finance team in executing the semi-annual MS D365 Finance & Operations ERP upgrade
- Identify issues and implement improvements to streamline accounting processes, leading to system design changes

Senior Staff Accountant

Jan 2017 - Jun 2019

Frouin Group Professional Corporation, Ottawa, Ontario

- Apply a general knowledge of Canadian GAAP (ASPE & ASNFPO)
- Using Caseware to complete notice to reader compliance engagements, review engagements and audit engagements from start to finish
- Reconciling accounts in every accounting cycle, correcting errors and misstatements, and following up with clients of discrepancies
- Completing personal, corporate and sales tax returns, and maintaining and referencing the working paper files
- Performing management inquiry, analytical procedures, and a variety of audit testing for review and audit engagements
- Peer coaching sessions for completion for notice to reader engagements, corporate tax filing and personal tax filing

Bookkeeper

Jun 2016 - Dec 2016

Laurier Optical, Ottawa, Ontario

- Reconcile and post journal entries for daily sales and bank deposits in Sage accounting software
- Researching and complying to CRA sales tax regulations to thereafter calculate and file HST/GST and QST returns
- Performing bank reconciliations using Sage accounting software and following up on any discrepancies
- Keeping well organized electronic and physical records for future financial audits

Translation Manager**May 2016 - Aug 2016**

Osmosis, Online Medical Learning Start-Up

- Corresponding with international medical translators to translate subtitles for YouTube and WikiMedia videos
- Posting subtitles in foreign languages to YouTube videos and WikiMedia videos
- Posting videos with foreign language Wikipedia pages on YouTube

Compliance Officer**May 2013 - Aug 2014**

Debt Management Call Center, Ottawa Technology Center, Canada Revenue Agency, Ottawa, Ontario

- Educate the taxpayer through a service oriented rehabilitative approach in order to obtain good filing and payment habits in the future
- Arrange for the filing of any outstanding GST return(s) and obtain payment in full of any outstanding or anticipated balances
- Recognize accounts requiring complex actions and referring these accounts to the appropriate Tax Services Office or National Pool
- Provide information about the taxpayers' responsibilities

Accounts Payable Clerk**May 2012 - Aug 2012**

Accounts Payable, City of Ottawa, Ottawa, Ontario

- Utilized SAP and Kofax Markview to process and pay PO and Non-PO invoices as well as credits
- Liaised with both vendor and multiple internal stakeholders who requested goods/services to analyze and solve discrepancies
- Filed invoices and credits utilizing proper procedure and documentation for future audits

Head Lifeguard/Lifeguard/Swim Instructor/Customer Service Representative**Sept 2008 - Sept 2018**

Canterbury Recreation Complex, City of Ottawa, Ottawa, Ontario

- Supervisor on shift; responsible for overseeing up to six lifeguards or instructors
- Responsible for teaching all ages water safety, swimming, diving, lifesaving, first aid, and aqua fitness
- Ensuring that all safety standards are followed, solving administrative problems, addressing client concerns and complaints, and mentoring and training new inexperienced employees
- Processing regular admission payments and registrations; documenting the float balance at the beginning and ending of each shift
- Team leader; emphasis on strong teamwork and leadership skills in a high stress environment

EXTRA-CURRICULAR/VOLUNTEER**Treasurer for the Board of Directors for Charlatan Publications Inc.****May 2015 - Aug 2016**

Carleton University's Independent Student Newspaper, Ottawa, Ontario

- Chairing the finance committee, which includes creating an annual budget, implementing cost savings and surplus generating initiatives, and evaluating the effectiveness of internal controls
- Acting as a signing authority for any payments and fixed income market investments
- Using QuickBooks to perform accounts payable, accounts receivable and payroll functions, and reports to inform the Board at each meeting on finance related matters
- Representing the Corporation to the auditors, bookkeepers, banks, lawyers and any other financial resources
- Filing all relevant documentation with Corporations Canada to attain a Non-for-Profit Organization status; this includes making changes to the By-Laws and the Constitution then presenting them to the Board for approval

Additional

- Tutor for *Accounting for Business Combinations* (BUSI 3001 Carleton University course)
 - Created instructional YouTube videos for *Accounting for Business Combinations*

Sept 2015 - Dec 2016<https://youtu.be/RyFCIX42eJ8>

- First Aider at Sprott Business Student Society Soccer Tournament
- Sprott Business Student Society Street Team Chair

Sept 2012**Sept 2011 - Dec 2011**

- Oversaw 40 students, delegated marketing oriented tasks and worked closely with a student society marketing team to successfully raise awareness regarding professional and leisure events

- Sprott Orientation Manager

Sept 2011 & 2012

- Dedicated a week, two consecutive years to greet, move in, accommodate and orientate first year students