

LES MEYER

SUMMARY OF QUALIFICATIONS

- Seasoned Finance, Controls & Cost Specialist with a proven track record of exceeding performance goals.
- High attention to detail, accuracy and timely processing including verification of payroll and related remittances.
- Strong background administering cost allocation and analyzing project costs, including managing cash and forecasts.
- Extensive cost control experience including LEM production, cost allocation and payment certificate review & completion for both client and contractor.
- Effective leading, managing and mentoring teammates through communication & demonstration.
- Proficient with Microsoft Office, MS Project 365 Professional, Convero, QuickBooks, Sage 300, ADP Work Force Now, JD Edwards, SAP, and Primavera P6 v 8.2, Aimsio, MS Visio.

AREAS OF EXPERTISE

- | | | |
|---------------------------------|-------------------------------|------------------------------|
| ◆ Project Cost Analysis | ◆ Cost Allocation & Breakdown | ◆ Project Management |
| ◆ Internal Controls | ◆ Forecasting | ◆ Report Generation/Creation |
| ◆ Vendor Management | ◆ Accounts Receivable | ◆ Payroll Management |
| ◆ Payroll System Implementation | ◆ Cash Management | ◆ Accounting |

PROFESSIONAL EXPERIENCE

Controls & Cost Specialist, KLM Projects Ltd.

Jan. 2009 – Present

Projects / Contracts

➤ **Senior Controls & Cost Specialist**, South East Construction, L.P.

Mosaic Belle Plaine & BASF Regina, Total Value of 190+ projects, \$60M+ Jul. 2018-present

- Responsible for all aspects of project controls, cost management, forecasting completion costs and revenue projections for up to 20+ simultaneous projects with estimated value of \$15M
- Prepare and submit weekly reports, including progress, incurred cost and contract change order reports for 20+ simultaneous projects.
- Create & update project schedules involving interaction with external and external project management teams as well as field level supervision regarding progress using MS Project 365
- Coordinate with the Project Manager, Construction Coordinators to review manpower requirements along with trends.
- WBS / cost codes structure creation for varying from simple to very complex
- Identify and provide recommendations for recovery plans as required.

LES MEYER

PROFESSIONAL EXPERIENCE (CONTINUED)

- ***Payroll System / Software Implementation Manager***, Walton Global Investments
Corporate Office, 60 Employees Nov. 2017-May 2018
 - Full responsibility for development and implementation of ADP Workforce Now (WFN) online payroll and Time & Attendance modules
 - Involved in development, implementation and design of “portal” time entry system templates and guides for corporate staff
 - Engagement with implementation team members daily, weekly and monthly to ensure milestones were met.
 - Personalized Training program development for Managers & Executive
- ***Payroll Consultant + ADP Workforce Now Support Specialist***, Calbridge Homes
Corporate Office, 115 Employees & Field Staff Nov. 2017-May 2018
 - Payroll compliance guidance and mentorship
 - ADP WFN support for system & process enhancements for reporting and efficiency purposes.
- ***Payroll System / Software Implementation Manager***, Calbridge Homes
Corporate Office, 115 Employees & Field Staff Jun. 2017-Nov.2017
 - Full responsibility for development and implementation of ADP Workforce Now (WFN) online payroll, Recruitment and Performance Management systems/modules
 - Full responsibility for reviewing, updating and "rolling out" corporate payroll and HR policies for provincial/federal compliance.
 - Involved in development, implementation and design of “portal” time entry system templates and guides for both corporate and field staff.
 - Engagement with implementation team members daily, weekly and monthly to ensure milestones were met.
 - Personalized Training program development for Managers & Executive
 - Development of Performance Management Policy and Employee Performance Appraisal tool.
 - Development of online recruitment module complete with electronic onboarding.
- ***Finance, Accounting, & Cost Control Manager***, SSMPG Integrating Services Inc.
Corporate Office, 180 Employees & Staff Sep.2016-May 2017
 - Manage a team of personnel as well as cash management, payroll, accounts payable, reporting and internal controls.
 - Created new accounting and payroll procedures to streamline processes.
 - Developed, implemented, and maintained cost coding structure for internal and external reporting.
 - Developed, implemented, and maintained corporate office & project site processes for timely, and accurate timesheet and cost data allocation leading to weekly reporting and invoicing.
 - Full responsibility for all aspects of payroll, CRA remittances, provincial/federal compliance, and reporting.

LES MEYER

PROFESSIONAL EXPERIENCE (CONTINUED)

- **Payroll System / Software Implementation Manager**, SSMPG Integrating Services Inc.
Corporate Office, 180 Employees & Staff Jun. 2016-Oct. 2016
 - Full responsibility for development and implementation of ADP Workforce Now (WFN) online payroll system
 - Full responsibility for all aspects of payroll, CRA remittances, provincial/federal compliance, and reporting processes.
 - Involved in development, implementation and design of “portal” time entry system templates and guides for both corporate and field staff.
 - Engagement with implementation team members daily, weekly and monthly to ensure milestones were met.
- **Director of Finance & Administration**, Single Source Project Management Inc.
Corporate Office, 100 Employees & Staff Jan 2015-Oct. 2015
 - Manage a team of personnel as well as payroll, accounts payable, reporting, and internal controls.
 - Created new accounting and payroll procedures to streamline processes.
 - Developed, implemented, and maintained cost coding structure for internal and external reporting.
 - Developed, implemented, and maintained corporate office & project site processes for timely, accurate timesheet and cost data allocation leading to daily LEMs, weekly reporting and invoicing.
- **Cost Controller**, FT Services Ltd.
CNRL Horizon Slurry Pipeline, Total Project Value \$30M Feb. 2014-Jan. 2015
 - Developed and implemented processes and procedures for site administration staff, including site specific internal reporting structure, guidelines and expectations.
 - Prepared and submitted weekly reports, including progress, incurred cost and contract trend/change reports, with S-curve analysis and a manpower loading forecast created from schedule updates.
 - Scheduled maintenance/updates using Primavera (P6) from data gathered from superintendents.
 - Worked with superintendents to ensure accurately cost code structure usage.
- **Cost Analyst**, Amec Foster Wheeler
PCS Rocanville West Expansion, Total Project Value \$4B Jan. 2012-Dec. 2013
 - Oversaw cost control, reporting, forecasting, budget reconciliation and payment certificate approval for nine contracts worth a total of \$120 million for the PCS Rocanville West Expansion Project
 - Played an integral role developing and implementing budgets and tracking mechanisms.
 - Report creation for senior management team involving detailed graphs & charts.
 - Helped to set, track and analyze man hours and costs for Work Breakdown Structures
 - Worked with contract administrators on closeout processes involving reconciliation of contractor, PCS & AMEC records

LES MEYER

PROFESSIONAL EXPERIENCE (CONTINUED)

- **Project Administrator/Controls**, Phoenix Industrial Maintenance
Nexen Long Lake, Total Project Value \$50M Mar.2010-Dec. 2011
- **Office Manager**, National Auto Outlet
Corporate Office, 30 Employees & Staff Jan. 2009 -Feb. 2010
- **Project Administrator/Controls**, WorleyParsons Cord Ltd.
Multiple Projects, Total Project Value \$50M Jul 2001-Jun 2008
- **Project Administrator**, GVN Structures Inc.
CanCarb Train 5/6 Expansion, Total Project Value \$280M Jan. 1999-June 2000

EDUCATION, TRAINING AND CERTIFICATES

Business Administration Diploma, Accounting, Lethbridge College

Applied Project Management Certificate, Medicine Hat College

- Project Controls Workshop
- Business Code of Conduct/Ethics & Global Anti-Bribery and Corruption training
- Primavera (P6) Professional Fundamentals Standard Training Course
- Six Sigma Foundations
- ADP Work Force Now Compressive Services Practitioner, Management & Administration Training
- Member of Canadian Payroll Association
- Construction Safety Training System (CSTS)
- First Step Safety Leadership
- Leadership for Safety Excellence
- PROCARE Mental Awareness for Leaders Workshop
- Contractor Indigenous Awareness Workshop