

BROOKE WENTH

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SENIOR FINANCE & OPERATIONS LEADER

Financial Operations | Project Finance | Cash & Liquidity | Revenue Forecasting | WIP | Commercial Finance | Enterprise Systems

PROFESSIONAL SUMMARY

Senior finance and operations leader with more than 24 years of experience in project-based businesses and extensive responsibility for accounting operations, project finance, monthly and annual close, cash and liquidity monitoring, revenue forecasting, work-in-progress reporting, billing, collections, accounts payable, enterprise systems, and commercial contracts.

Currently supports approximately \$14–18 million in annual revenue and receivables volume while partnering directly with executive leadership on financial performance, project economics, cash priorities, commercial risk, and operational decisions.

Combines hands-on financial management with strong understanding of contracts, project delivery, procurement, systems, client requirements, and business operations.

CORE EXPERTISE

Finance and Operations	Financial Reporting
Financial Operations	Revenue and Backlog Analysis
Monthly and Annual Close	Commercial Finance
General Ledger Management	Contract Negotiation
Accounts Receivable	Payment Terms and Working Capital
Accounts Payable	NetSuite ERP
Revenue Forecasting	Enterprise Systems Integration
Cash and Liquidity Planning	Sales-Tax Administration
Work-in-Progress Reporting	Audit Support
Project Accounting	Executive Financial Reporting
Job Costing	Payroll and PEO Administration
Billing and Collections	Risk and Insurance Management

PROFESSIONAL EXPERIENCE

drive21, Inc., New York, New York | Supporting projects and clients nationwide

Director of Client Finance | September 2016–Present

Finance, Project Operations, Commercial Strategy, Enterprise Systems and Executive Planning

- Lead day-to-day financial operations supporting approximately \$14–18 million in annual revenue and receivables volume across a project-based organization serving approximately 150 clients and 350 projects annually.
- Lead monthly and annual close activities, including general-ledger review, reconciliations, journal entries, accruals, year-end adjustments, supporting schedules, and preparation of financial information for CFO review and approval.
- Prepare and review monthly income statement, balance-sheet, cash activity, general-ledger detail, AR and AP aging, project revenue, profitability, customer deposits, accruals, intercompany balances, sales-tax, and other close-related schedules.

- Manage general-ledger activities, accounts payable, accounts receivable, client billing, collections, cash application, purchasing processes, expenses, and supporting financial documentation.
- Oversee approximately 1,000 vendor invoices annually and administer financial processes supporting project and operating expenses.
- Maintain a daily working cash and liquidity outlook covering cash balances, expected client receipts, payroll, vendor obligations, taxes, insurance, and other near-term requirements.
- Use cash, receivables, and project information to alert leadership to liquidity constraints, prioritize critical payments, accelerate collections, renegotiate vendor timing, and identify projects requiring deposits or milestone billing.
- Developed a formal weekly WIP process with individual project managers, replacing a less structured approach with consistent project-level reviews of progress, costs, billing, earned revenue, backlog, and risk.
- Build project-level revenue forecasts that roll into a companywide revenue forecast and provide leadership with visibility into expected revenue, billing, backlog, project risk, and revenue timing.
- Prepare monthly billing roundups that consolidate billable work identified during weekly project reviews and create a final control to reduce missed or delayed invoicing.
- Manage project accounting and financial oversight across work ranging from repeat-client projects below \$25,000 to primary engagements averaging approximately \$150,000 and multimillion-dollar projects exceeding \$10 million.
- Strengthened collections by improving deposit requirements, milestone billing, invoice documentation, aging management, follow-up, collection escalation, work holds, and protection of lien rights when appropriate.
- Review and negotiate approximately 150–250 contracts and commercial documents annually, evaluating scope, pricing, payment terms, deposits, billing milestones, retainage, change orders, insurance, tax, bonding, liability, warranties, termination provisions, and other financial risk.
- Negotiated improved working-capital terms with clients, including moving one major customer from Net 60 to payment due upon receipt and securing deposits or progress-billing rights where initial terms required the company to finance significant project costs.
- Identify sales-tax issues requiring correction or clarification on approximately 20–25 projects annually, including capital-improvement treatment, jurisdictional requirements, exemptions, and pricing assumptions.
- Served as a primary internal lead during the four-month 2021 implementation of NetSuite, replacing QuickBooks Enterprise and numerous manual trackers.
- Led internal data preparation, migration, validation, testing, workflow development, user support, and training and continue to serve as the primary internal NetSuite administrator and subject-matter expert.
- Implemented and integrated BILL, Emburse, and Avalara with NetSuite, improving project costing, AP processing, expense management, sales-tax administration, 1099 reporting, financial visibility, and process consistency.
- Estimate integrated financial systems save approximately 10–20 employee hours per week while reducing spreadsheet consolidation, duplicate entry, manual coding, and reporting effort.
- Established the company's original PEO relationship and led two subsequent PEO transitions involving provider selection, implementation, payroll, benefits, and ongoing administration.
- Have supported payroll populations ranging from approximately 25 employees currently to more than 50 employees at peak.
- Manage an approximately \$500,000 insurance portfolio, including nine renewal and workers' compensation audit cycles, exposure reviews, classifications, coverage requirements, and cost-control efforts.

- Led a Washington State sales-tax audit that concluded favorably overall with limited transaction-level adjustments.
- Supported seller-side acquisition due diligence by gathering, organizing, and validating financial, operational, contract, insurance, HR, and compliance records; preparing schedules; supporting the data room; and responding to advisor requests.
- Supported a major Amazon relationship beginning in 2020 and assumed full financial and commercial responsibility in 2022 for an account with an approximately \$2.1 million annual budget at peak and activity across more than 75 corporate offices.
- Managed Amazon budgeting, purchase orders, invoicing, payment tracking, reporting, contract administration, vendor requirements, and financial processes and hired a dedicated Project Accountant to support the account.

Vaughan Hannigan, New York, New York

Operations & Client Services Manager | February 2015–September 2016

- Directed financial and operational administration for an international artist-management agency.
- Prepared client estimates, purchase orders, advance requests, invoices, project documentation, and production financial information.
- Coordinated domestic and international productions while aligning project expenses, client requirements, schedules, and budgets.
- Supported billing, collections, vendor payments, contracts, project administration, and day-to-day business operations.

Stephen Lewis Studio, New York, New York

Studio & Business Operations Manager | November 2002–January 2015

- Managed the financial and business operations of an owner-led commercial photography studio for more than 12 years.
- Controlled project estimates, client billing and collections, purchasing, accounts payable, accounts receivable, payroll, and expense tracking.
- Managed project financial administration from proposal through completion while coordinating schedules, vendors, production costs, client expectations, and budgets.
- Maintained contracts, insurance, vendor relationships, client administration, and day-to-day studio operations.

TECHNOLOGY

NetSuite ERP	Microsoft Excel	Oracle Textura
QuickBooks	Microsoft 365	SAP Ariba
BILL	Google Workspace	Coupa
Emburse	Smartsheet	Banking and Financial Platforms
Avalara	Asana	
PrismHR	Procore	

EDUCATION

Savannah College of Art and Design

Bachelor of Fine Arts in Photography | 2002