



## Lynda L. Sullivan

### Qualifications Summary

Highly skilled accounting manager specializing in the real estate investment, development and management sector. Capable of overseeing accounting operations, internal controls, process improvement training and providing analytical support for business initiatives.

### Core Expertise

SOX Compliance • Staff Supervision & Training • Audits • Cash Management • Financial Model Creation • Forecasting • Expense Analysis • Financial Statement Reporting • Revenue Recognition • Accounting-related Contract Analysis • Client-facing Communications & Activities • Inventory Management • Job Costing • Bank Reconciliation • Accounts Receivable & Accounts Payable

### Professional History

ASP	Consultant	2019 - Present
BGIS Global Integrated Solutions	Client Accounting Manager	2017 - 2019
Bentall Kennedy	Senior Portfolio Accountant	2010 - 2017
Bentall Kennedy	Portfolio Accountant	1996 - 2009
Bentall Kennedy	Accounting Assistant	1995
Hogan Enterprises	Full Charge Bookkeeper	1993 - 1995
Holiday Rambler Corporation	Office Manager	1986 - 1993
Holiday Rambler Corporation	Assistant Office Manager	1985 - 1986

### Accomplishments

- Certified Commercial Investment Member Designation.
- Responsible for training and overseeing a team of portfolio accountants.
- Implemented training for company-wide process improvements.
- Supervised and trained staff on billing processes.
- Responsible for ensuring all revenue billings in compliance with SOX.
- Interpreted client contracts and prepared all journal entries to create proper revenue recognition.
- Responsible for preparing monthly revenue, expense and balance sheet accruals.
- Calculated property-level and fund-level performance returns for all assets and client portfolios.
- Responsible for preparing quarterly and annual client reports.

### Software

QuickBooks Desktop, Enterprise & Online • Microsoft Dynamics • Oracle • MRI • AREIS • RPIMS • Solomon • Microsoft Excel & Word