



Lynne Phelps

Qualifications Summary

Hands-on manager with over 25 years of accounting and finance experience. Skilled in the development and implementation of accounting systems, building accurate and efficient procedures, and maintaining precise records. Expert analytical, personal, and communication skills, able to mentor and motivate staff. Capable of handling multiple assignments, tight deadlines, and working under pressure.

Core Expertise

Financial Statements & Analysis • Job Costing • Investments & Cash Management • Budget Development • Systems Implementations • Audit Preparation • Internal Controls Development • Payroll & Payroll Taxes • Human Resource Management • Credit Management • Forensics

Professional History

ASP	Consultant	2018 - Present
Element Residential, Inc.	Controller	2015 - 2018
	Director of Financial Analysis	
Merrill & Ring Forest Products	Trust Accountant	2013 - 2015
Pryde + Johnson, LLC	Controller	2010 - 2013
Ecohaus, Inc.	Controller	2008 - 2010
Prieb Homes, Inc.	Controller	1994 - 2008
Gremart, Inc.	Comptroller	1991 - 1994

Accomplishments

- Identified \$175,000 in savings and refunds for insurance, payroll, escrow fees, and utility expenses
- Streamlined new entity creation and setup in ERP system.
- Transitioned payroll process for 50 employees in multiple states from in-house preparation, to a 3rd party provider on a tight turnaround.
- Identified and decreased over 20% in overhead expenses.
- Provided lead forensic accounting analysis for successful defense during mortgage litigation.
- Reduced monthly close process by half through efficiency improvements.
- Successfully obtained annual audited financial statements for board of directors and investors, resulting in additional VC investments and sale of company to a national corporation.
- Created custom reports for cash flow, forecasting, current position, sales, investment returns, and job costs.

Education / Licenses / Memberships

- Bachelor of Arts, Economics with Accounting Concentration, University of Washington

Software

QuickBooks Desktop • Quicken • Sage 100 • Peachtree • MAS 90 • PayChex • ADP • Microsoft Excel, Word & Outlook