



## 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 and Training • Audits • Cash Management • Financial Model Creation • Forecasting • Expense Analysis • Financial Statement Reporting • Revenue Recognition • Accounting-related Contract Analysis • Client-facing Communications and Activities • Inventory Management • Job Costing • Bank Reconciliation • Accounts Receivable/Accounts Payable

### Professional History

|                                  |                             |              |
|----------------------------------|-----------------------------|--------------|
| BGIS Global Integrated Solutions | Client Accounting Manager   | 2017-Present |
| 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 and Online, Microsoft Dynamics, Oracle, MRI, AREIS, RPIMS, Solomon
- Microsoft Excel, Word