Heidi Green-Lynn [hglaccounting@yahoo.com](mailto:hglaccounting@yahoo.com)

317-339-2265

* Small Business Bookkeeping
* Construction Accounting
* Property Management Accounting
* Transportation Accounting

Work Experience

HGL Accounting Services LLC - Danville, IN

January 2008 to Present - ***Contract Accounting Services***

• **QuickBooks (desktop & online)**

• Microsoft 365

• Small business Accounting

• Construction Accounting (AIA billing, job cost, WIP)

• Transportation Accounting (DOT regulations & reporting)

• Property Management Accounting

• Accounts Receivable

• Accounts Payable

• General Ledger entries & reconciliation

• Payroll (in house or outsourced, tax reporting)

• Reconciliations (bank, loans, credit cards)

• Business management

• CPA consult during income tax preparation

• Bank consult during loan application & approval process

• Budgeting

• Cash Management

Hospitality Project Services LLC – Division of General Hotels Indianapolis, IN

April 2019 – May 2021 ***Corporate Construction Controller***

• Cash management – corporate

• Full management corporate accounting

• Construction budget oversight $110M - multi-hotel projects multi State

• Project administration and supervision of administrative personnel

• Furniture, fixture & equipment procurement budget oversight and analysis

• Supervision - procurement team accounting functions

• Cash management - corporate & project

• AIA Billings & contract/subcontract preparation & oversight

• Lender / Bank inspector coordination & compliance

• Budget implementation & monthly review with ownership

• Month-end & annual financial reporting to owner

• Corporate Sales tax returns

• Project audit / CPA coordination & assistance

• Project Contract / Insurance administration

• Corporate insurance administration

• **QuickBooks Enterprise**

• BuilderTrend project management

• Microsoft Office Suite

Casa Verde, Inc - Indianapolis, IN

October 2008 to December 2010 ***Construction Accountant***

• Project financial management, AIA construction draw processing, property mgmt accounting

• **QuickBooks Premiere** - AP, AR, PR, Job Costing, Account Reconciliation.

• Cash flow analysis and weekly budgeting.

• Federal & State tax compliance reporting

\* Daily cash management.

Mansur Real Estate Services, Inc - Indianapolis, IN

December 2006 to October 2008 ***Senior Construction Accountant***

Project financial management, AIA construction draw processing, property

mgmt accounting, CAM reconciliations

• $5+ million construction mgmt. budgets and $50k+ tenant finish build-out.

• Coordinator and liaison between construction manager and owners, architects, project managers,

contractors and lenders.

• Contract & Insurance Administrator - contract negotiation & project close-out.

• Interpret & review commercial lease files; annual lease reconciliations.

• Manage Accounts Receivable & Accounts Payable.

• Property Management customer service & contractor follow-up on maintenance & repairs.

• Legal research & audit.

• Software applications: Timberline Accounting, Microsoft Office

RL Hartman Concrete, Inc., Plainfield Ready Mix, Inc - Plainfield, IN

December 2004 to December 2006 ***Office Manager / Accounting Manager***

Manage Accounting Staff, Scheduling Staff, assist President & CFO in daily

management of three companies with 150+ employees.

• Responsible for recruitment, interview, hire and daily supervision of accounting & scheduling staff.

• Responsible for AR, AP, Payroll - 3 companies including intercompany sales activity.

• Manage sales proposals and follow-up with prospective clients.

• Coordinate start-up processes for all new construction.

• Manage customer service sales, new accounts, and existing accounts.

• Software applications: MasterBuilder Accounting, Office 2003, Internet Banking, EFTPS website

VARIOUS COMPANIES - Indianapolis, IN

March 2002 to November 2004

Accts Rec/Accts Pay/Payroll

Project Accountant - Contract Administrator

Accounts Receivable Manager - Construction

Mortgage Banker - Loan Originator - Credit Card Processing Sales

• Software applications: Timberline Accounting, **QuickBooks Pro**, Excel, Word, Outlook, Web-based Apps

Lutheran Trust Insurance Agency - Saint Charles, MO

June 2000 to March 2002 ***Property & Casualty Commercial Insurance Sales***

• Commercial Property & Casualty Insurance Sales – Licensed Indiana Agent

• Business Owners Policy, Workmen's Comp, Business Auto, Builders Risk Policy Sales.

• Sales leads obtained through cold calling; corporate marketing; networking.

• Scheduled initial sales calls, proposal presentation, follow-up calls.

• Sales presentations made before multi-member boards.

• Responsible for property assessment and valuation using cost code guides, financial statement analysis,

physical site inspection.

• Software applications: ACT, Commercial Cost Code Guides, Internet, Microsoft Office

Pershing & Co., Inc. CPA's - Greencastle, IN

November 1998 to June 2000 ***Payroll Division Manager***

• Management of payroll processing staff & payroll sales for payroll division of CPA firm.

• Leads obtained from cold calling; networking.

• Contacted leads & built data base of 300+ in 12 months.

• Managed and helped build new payroll division during 1st year of business.

• Responsible for supervising completion of multi-state, multi-company, multi-tax entity payrolls.

• Responsible for tax reporting and deposits.

• Account reconciliations.

• Customer service.

• Software applications: PayChoice, **QuickBooks**, Microsoft Office, Federal & State payroll tax deposit

websites, ACH banking applications

Education

Indiana Business College 1980 Graduate – **Associate Degree Business Administration**

Skills

• Microsoft Office Suite - Excel (20+ years)

• Timberline Construction Accounting (10+ years)

• Quickbooks Desktop and Online (25+ years)

• Reconciliations – Loans, Bank, Credit Cards

• Accounts Receivable

• Accounts Payable

• General Ledger

• Fixed Asset

• Business Lending

• Billing

• Bookkeeping

• Accounting

• Payroll Management

• Balance Sheet Reconciliation

• Account Reconciliation

• General Ledger Reconciliation

• Cash Flow Analysis

• Financial Analysis

• Cash Management

• Journal Entries (10+ years)

• Financial Report Writing

• Financial Statement Preparation

• Client Relations & Customer Service

Assessments provided by Indeed

July 2020

Preparing financial records according to federal policies.

Full results: Proficient

July 2020

Calculating and determining the accuracy of financial data.

Full results: Highly Proficient