

PIK YUEN LEE, CPA

PROFESSIONAL CONSULTANT



INDUSTRY EXPERIENCE

- Manufacturing
- Clinical research / healthcare
- Mortgage REIT
- Financial Services, banking and capital markets
- Real estate
- Retail
- Employee Benefit Plans

FUNCTIONAL EXPERIENCE

- Month-end close
- SEC Reporting
- SEC comment letters
- Internal controls over financial reporting
- Account reconciliation & analysis
- External and internal audit
- U.S. GAAP financial reporting
- Financial due diligence and comfort letters
- Audit coordination and management
- Technical accounting research
- Interest income recognition
- Allowance for credit losses

SYSTEMS EXPERIENCE

- JD Edwards (GL)
- Hyperion Essbase
- AuditBoard
- Sharepoint
- Workiva
- Yardi
- BlackLine
- Teams
- Microsoft (Excel with macros, Word and PowerPoint)

EDUCATION & CERTIFICATIONS

BS in Accounting and Economics,
University of Sydney, Australia

CPA in Georgia

EXECUTIVE SUMMARY

Dedicated accounting and finance professional with over 20 years of experience in public accounting and industry. Hands-on director/ controller with extensive knowledge in technical accounting, internal controls and financial reporting. Proven record of implementing changes that improves month-end close process. Strong communication skills, both written and verbal.

RELEVANT EXPERIENCE

- On Pik Yuen's current and ongoing engagement supporting a private equity backed clinical research organization in preparation of an IPO, she is helping the Internal Controls over Financial Reporting (ICFR) team as the primary tester over Tax, Derivatives and Consolidation cycles, including walkthroughs, interim testing, early Q4 and late Q4 controls testing. She assisted management team with controls rationalization, and as a result, the management team made several changes such as changing some controls from key to non-key and changing the frequency of controls from quarterly to annual, resulting in time savings. She will continue supporting this company annually.
- On a previous Vaco engagement for a large publicly traded retail organization, Pik Yuen performed Sarbanes-Oxley remediation testing, documenting walkthroughs using flowcharts and narratives leveraging ProjectManagement software platform (an outsourced documentation of payroll cycle system to a Regional CPA firm)
- On second Vaco engagement, supported large public manufacturer with Sabanes-Oxley Readiness engagement; the client had not been compliant for the previous three years. Supported three locations, built relationships with various control owners, served as the key liaison with Internal Auditors and External Auditors, coordinated with local management team to provide timely PBC requests, drafted responses and remediation plan to close out and respond to issues, and utilized knowledge and prior work experience to suggest and execute changes to control design, when necessary.
- On first Vaco engagement, supported former employer, Motrex, with interim Director of Reporting services after an extended notice to the company. Led consolidations and financial reporting for private equity backed organization.
- Managed and improved the month-end close cycle by identifying tasks that can be performed prior to month-end.
- Automated and centralized the documentation of internal controls over financial reporting using wdesk. This allowed management to review and eliminate redundant controls.
- Experienced with significant accounting estimates such as asset retirement obligations, restructuring reserves, reorganization reserves, fixed asset impairment, interest income recognition and other-than-temporary impairment.
- Expert in developing accounting processes to ensure timely and accurate financial reporting while promoting a culture of continuous improvement.
- Responsible for preparation and filing of all earnings release, Form 10-K and Form 10-Q reports including the completion of a restatement and revision of financial statements.
- Managed internal and external audits, leading the process, collaborating with auditors, preparing workpapers, creating management action plans.
- Over 10 years external audit experience over various public and privately held company audit engagements.

PROFESSIONAL CHRONOLOGY

2022 - Present	Professional Consultant <i>Vaco</i>
2018 – 2022	<i>Director, Accounting</i> Motrex LLC (formerly known as Exide Technologies)
2014 - 2018	Senior Manager <i>Invesco Mortgage Capital</i>
1999 - 2014	Assurance Senior Manager <i>PwC US LLP</i>