

# DEEDRA A. BURROUGHS

## CHIEF FINANCIAL OFFICER

### SUMMARY

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Deedra Burroughs, CPA has over 13 years of affordable housing experience. Her background includes 8 years as an auditor with an emphasis in HUD audits and tax returns, as well as 5 years as CFO of the property management company overseeing the accounting and administrative functions.

### PROFESSIONAL BACKGROUND

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#### ACCREDITATIONS

- Tennessee Certified Public Accountant

#### PROFESSIONAL MEMBERSHIPS AND RECOGNITION

- American Institute of Certified Public Accountants
- Tennessee Society of Certified Public Accountants
- Institute of Real Estate Management
- Southeastern Affordable Housing Management Association

#### EDUCATION

##### CARSON-NEWMAN COLLEGE

- Bachelor of Science

##### UNIVERSITY OF TENNESSEE - KNOXVILLE

- Continuing Education - Accounting

### RELATED EXPERIENCE

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#### AMERICAN APARTMENT MANAGEMENT COMPANY, INC. (AAMCI)

CHIEF FINANCIAL OFFICER • MAY 2008 - PRESENT

Directs financial management functions including development of monthly/quarterly financial statements and financial forecasts. Oversees general accounting functions, including Human Resources, AR/AP, account reconciliation, and cash management. Administers all financial management systems, evaluating and integrating new applications. Interacts with the Board of Directors and President concerning financial forecasts and reports. Oversees the WASS, APPS & EIV HUD Online Systems compliance.

Spearheaded implementation of multiple systems to improve efficiency and accountability, including:

- AVIDXCHANGE: Web-based service which streamlines the accounts-payable process via a paperless invoice tracking and approval process. Integrates with the accounting software, and facilitates review by owners and auditors.
- AUTOMATIC DATA PROCESSING (ADP): Payroll processing/human resource management service.
- ONSITE DEPOSIT: All properties utilize check-scanning machines, streamlining the banking process and providing improved security for all monies.
- DIGITAL FILING SYSTEM: Significantly improves access to documents for review. Reduces paper waste and related expenses.

#### PURKEY, CARTER, COMPTON, SWANN & CARTER, PLLC

MANAGER • SEPTEMBER 2000 - MAY 2008

Directed staff accountants in the completion of profit motivated as well as non-profit HUD audits, ensuring compliance with accounting principles generally accepted in the United States of America, OMB A-133 guidelines and the HUD Audit Guide. Involved with 40-50 HUD audits annually. Oversaw staff entry of audit data into the Real Estate Assessment Center. Prepared individual, partnership and corporation tax returns. Extensive experience with implementation of new accounting software for clients. Present during the implementation of paperless auditing and tax return filing software.