

SULLIVAN BUILDERS Office Accountability Chart

This chart is a tool for internal and external stakeholders of our organization. In addition to showing organization structure, it clarifies roles and responsibilities. This helps eliminate confusion and establishes clear ownership of tasks so everyone knows who is doing what as it relates to our clients' experience. In addition, it facilitates efficient decision making and problem solving, helps people know who to work with to get certain things done, and enhances communication flow.



ACCOUNTING & FINANCE

1 / MATT SULLIVAN

Co-CEO and Head of Finance

- Oversees and directs Accounting & Finance Department
- Sales and business development
- Company vision, culture, strategy

2 / VALENTYN RYABCHUK

Senior Accountant

- Oversees accounting team
- Month-end/quarterly reconciliations and close
- Credit card management
- General accounting

3 / STEVE KESSLER

Bookkeeper, Accounts Receivable

- Invoicing
- Accounts payable and receivable
- Collections
- A/R aging reporting
- Cash position monitoring

4 / NATE HIPPI

Project Engineer/Accounting

- Executive assistant to co-CEO
- Project profit monitoring
- Accounting liaison to project managers

5 / MICHELLE LEITE

Data Entry Administrator

- Sub/vendor invoice entry

- Lien waivers
- Filing
- Mobile data plan management
- Credit card data entry

ESTIMATING & PROJECT ADMINISTRATION

6 / WILL ALEXANDER

Vice President and Head of Estimating & Project Administration

- Oversees and directs Estimating & Project Administration departments
- Sales and business development
- Company vision, culture, strategy

7 / PETE SULLIVAN

Co-Founder and Chief Estimator

- Feasibility/preliminary estimate preparation
- Construction means and methods analysis
- Final estimate oversight and approval
- Project risk evaluation
- Executive team advisor

8 / MARIA BAUTISTA

Project Coordinator

- Committed costs (WOs, POs, COs)
- RFIs and submittals
- Material orders and labor coordination
- Job closeout
- Driver/delivery schedule management

- Construction documentation
- Subcontractor and vendor paperwork

9 / KELLY HEASLEY

Estimating and Pre-Construction Administrator

- Permitting and inspections
- Contracts
- Pre-construction documentation and drawings
- Invitations to bid/pre-construction job walks
- Sub/vendor relationship development
- Quantity takeoffs/estimate assembly
- Subcontract buy-out, negotiation

10 / JORDAN SMITH

Assistant Estimator

- Assist bidding process
- Material take-offs
- Build unit cost database
- Build subcontractor relationships

11 / LAURA LEACH

Safety Manager and Payroll/HR Coordinator

- Safety management
- HR coordination
- Payroll and timekeeping

12 / DEVYN HENRIE

Reception/Executive Assistant

- Executive assistance
- Reception duties
- Tool tracking

PRODUCTION

13 / GLEN SULLIVAN

Co-CEO and Head of Production

- Oversees and directs Production Department
- Sales and business development
- Company vision, culture, strategy

14 / LYNN SULLIVAN

Co-Founder and Special Projects

- Long-term client relationships
- Special projects sales/business development
- Payroll/HR oversight
- Executive team advisor

15 / ETHAN LUGINBUHL

TJ MANFRASS

JONATHAN NEELY
CHEYENNE RAWLINS
SHAWN WALBURN

Project Managers

- Project performance and execution
- Project job costing and schedule
- Primary client point of contact
- Overall jobsite safety