



Vivian Pearson

Fund Accounting Manager

📞 (303) 555-0123 ✉️ vivian.pearson@email.com

🌐 linkedin.com/in/vivianpearson 📍 Denver, CO 80203

STRENGTHS

- 👤 **Leadership**
Able to inspire team dynamics, effectively guiding others toward achieving shared goals. Enhanced overall productivity through strategic mentorship.
- 🔍 **Analytical Thinking**
Consistently apply strong analytical skills for problem resolution, helping teams see solutions rather than obstacles through data-driven decisions.
- 🔄 **Adaptability**
Thrives in fast-paced environments, able to pivot swiftly to tackle challenges and seize opportunities as business conditions change.
- ⚙️ **Process Improvement**
Identify bottlenecks and gaps across financial processes, successfully implementing solutions that boost performance metrics.
- 💬 **Effective Communication**
Cultivates transparency through keen communication skills, establishing trust among clients and team members alike.

SKILLS

Fund Accounting

Financial Reporting IFRS

US GAAP Financial Modeling

Excel Yardi Investran

Process Improvement

Team Leadership

NAV Calculations

Investor Reporting Audit Support

Regulatory Compliance

Cash Flow Management

SUMMARY

Experienced Fund Accounting Manager with over six years in private equity and real estate finance. Skilled in financial reporting, fund accounting, and compliance with IFRS and US GAAP standards. Proven success in leading teams, driving process improvements, and enhancing financial operations within fast-paced environments. Demonstrated ability to manage multiple priorities while ensuring accuracy in all financial activities. Passionate about mentoring team members and fostering a culture of continuous improvement. Strong command of advanced Excel techniques and relevant accounting software. Aiming to leverage extensive experience to make a meaningful impact at a forward-thinking firm.

EXPERIENCE

Fund Accounting Manager

Aspen Financial Group 📅 January 2023 - Present 📍 Denver, CO

Oversees preparation and review of financial statements for various private equity funds, driving compliance with stringent accounting standards. Manages NAV calculations and other processes, enhancing efficiency across multiple fund accounting operations.

- Lead financial statement preparation and managed third-party fund administrators for accuracy and compliance.
- Implemented advanced Excel models to create standard operating procedures that improved reporting accuracy.
- Mentored junior staff, encouraging professional growth and development within the finance team.
- Designed comprehensive investor reporting packages, delivering detailed variance analyses critical for decision-makers.
- Monitored cash flows, forecasting liquidity around critical debt obligations to maintain smooth operations.
- Collaborated directly with asset management for performance tracking related to investment strategies and pivots.

Fund Accountant

Summit Capital Partners 📅 June 2019 - December 2022 📍 Boulder, CO

Managed complex fund-level financial scenarios, reinforcing adherence to US GAAP standards across investment vehicles. Contributed extensively to regulatory compliance measures, audits, and internal efficiencies.

- Directed fund-level financial reporting, ensuring compliance and boasting unmatched accuracy in documentation.
- Supported critical calculations of management fees aligned with governing documents, showcasing precise attention to detail.
- Participated actively in audit preparations, tapping into issue-resolution capabilities during annual reviews.
- Enhanced cash flow monitoring efforts, providing actionable insights into budgeting and resource allocation decisions.
- Boosted workflow timeouts by leading process-improvement initiatives, achieving a tangible reduction in deadlines.
- Served as a key driver during new software integration aimed at optimizing operational functions in finance.

Junior Fund Accountant

Pinnacle Ventures 📅 April 2016 - May 2019 📍 Fort Collins, CO

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Fund Accounting Manager at Aspen Financial Group (3.6 Years)
- Fund Accountant at Summit Capital Partners (3.5 Years)
- Junior Fund Accountant at Pinnacle Ventures (3.1 Years)

Provided vital support in preparing monthly financial statements for private equity funds, adhering meticulously to industry compliance guidelines. This role sharpened analytical skills through hands-on applications of financial protocols.

- Assisted in capital calling processes, collaborating with stakeholders to ensure synchronization and timing in disbursements.
- Carried out variances analysis that highlights discrepancies, promoting timely corrective action based on findings.
- Worked with external auditors for seamless execution of annual audit processes, improving relations through clear communication.
- Utilized financial platforms to keep essential fund records accurate and accessible for ongoing operations.
- Engaged in team training sessions, proactively sharing knowledge on best practices and rules in fund accounting.
- Documented workflows to streamline issues facing potential revenue leakage and risks associated with reconciliations.

LEADERSHIP & AWARDS

- Recipient of Aspen Financials' Employee of the Quarter, Q1 2024. Recognized for outstanding leadership in financial steering projects.
- Led a community volunteering initiative at Summit Capital, engaging colleagues in charity drives that provided substantial funding.

EDUCATION

Bachelor's Degree in Accounting
University of Colorado Boulder 🎓 GPA: 3.8 📅 2016 📍 Boulder, CO
Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2017
- Advanced Excel Certifications 📅 2020

TECHNICAL SKILLS

- Financial Software:** Yardi, Investran, Workiva
- Accounting Standards:** IFRS, US GAAP
- Financial Analysis Tools:** Excel, Tableau, Google Sheets
- Regulatory Compliance:** SEC, IRS
- Project Management Tools:** Asana, Monday.com, Trello
- Data Management Systems:** SQL, Access, Oracle
- Communication Platforms:** Slack, Microsoft Teams, Zoom
- Cloud Services:** AWS, Azure, Google Cloud
- Financial Metrics Evaluation:** IRR, ROI, NPV
- Taxation Software:** Intuit ProConnect, Drake, Thomson Reuters

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of CPAs (AICPA), participating in local professional development opportunities.
- Active participant in the Colorado Society of CPAs, advocating for best practices in accounting and finance.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST