

Vivian Pearson

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

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

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

January 2023 - Present

Aspen Financial Group

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

June 2019 - December 2022

Summit Capital Partners

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

April 2016 - May 2019

Pinnacle Ventures

Fort Collins, CO

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

2016

University of Colorado Boulder GPA: 3.8

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

SKILLS

- | | | | |
|-----------------------|----------------------|-----------------------|-------------------------|
| • Fund Accounting | • Financial Modeling | • Process Improvement | • Audit Support |
| • Financial Reporting | • Excel | • Team Leadership | • Regulatory Compliance |
| • IFRS | • Yardi | • NAV Calculations | • Cash Flow Management |
| • US GAAP | • Investran | • Investor Reporting | |

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.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST