
ELIZABETH M. SCHWISOW

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FINANCE & ACCOUNTING EXPERIENCE:

FINANCE MANAGER

December 2023 to August 2024

Robert Half Consultant, dedicated to Gen II Fund Services (Denver, Colorado)

- Provided experienced data migration, data governance, data mapping, reconciliation & validation services for 219 of the 559 funds contracted by Gen II Fund Services to convert from Allvue Systems to Sage Intacct's investment software.
- Alongside Client Reporting Manager, reviewed & uploaded historic fund & investor-level data for 56 priority client funds through 2023 year-end audited financial data, prioritizing data integrity.
- Recommended process improvements & prepared standard work procedures to enhance data mapping efficiency, integrity & consistency, & provided training to internal teammates on client-accepted process & procedure changes.
- Supported existing Allvue Systems investment management software day-to-day activities through completing ServiceNow tickets requested by Gen II Fund Services internal fund accounting teams.
- Collaborated with project managers on development & design of Smartsheet-based reports & dashboard metrics used for tracking & communicating summarized project progress updates to client management teams & principals.

INVESTMENT ACCOUNTING MANAGER

December 2020 to June 2022

The Laramar Group (Denver, Colorado)

- Managed monthly, quarterly, & annual US GAAP compliant fair market value financial statements, footnotes, & accounting deliverables for 4 annually audited joint venture funds consisting of over 15 underlying residential & mixed-use commercial real estate investments across the U.S.
- Responsible for maintaining the general ledger, account reconciliations, & cash management of over 20 treasury accounts (including wire transfers & account transfers, strategic line of credit management, capital calls & distributions, capital project budgeting, variance analyses, intercompany allocations, & fund-level tax & insurance payments).
- Executed funding, accounting & financial reporting of 3 dispositions & 12 acquisitions (5 for a new joint venture fund & 5 with affordable housing subsidies) including due diligence, prorations, funding & cash management, gain/loss calculations, acquisition & disposition entries, & incentive fee waterfall calculations & payments.
- Successfully implemented Juniper Square, a cloud-based investment management software, resulting in estimated savings of 5 days per quarter on investor capital processes & financial reporting, driven by consistency & reliability of investor communications & efficiencies in allocations & validations of quarterly capital call & distribution processes.

ACCOUNTING MANAGER

March 2019 to October 2020

Sagard Real Estate (formerly EverWest Real Estate Investors) (Denver, Colorado)

- Managed quarterly, & annual US GAAP compliant fair market value financial statements, footnotes, & accounting deliverables for an annually audited \$2.0 billion open-end core investment fund consisting of over 30 underlying industrial, office, residential, retail, senior living, self-storage & medical office real estate investments across the U.S.
- Responsible for maintaining the general ledger, review & variance analysis of property financial statements, & cash management of 20 treasury accounts (including wire & account transfers, strategic management of a \$105 million line of credit, capital calls & distributions, job costing, budgeting, forecasting & intercompany cashflows).
- Successfully implemented fair market valuation & consolidation process improvements resulting in accelerated year-end financial reporting deliverables by 12 business days, driven by incorporating Workiva financial reporting software, fully utilizing existing ERP resources, & synchronizing internal & external accounting deliverables to alleviate fair market valuation & consolidation bottlenecks.
- Assisted with the preparation & reporting of 14 property dispositions, 8 acquisitions, & 23 partner buy-outs including due diligence, cash management, funding, return calculations, gain/loss calculations, acquisitions/disposition entries, & modeling & incentive fee waterfall calculations & payments.
- Assisted with the management, accounting guidance, & technology system training for over 20 third-party accounting teams, including investment-specific capital project budgeting & forecasting module incorporated into monthly NOI cash flow & quarterly fair market valuation analyses.

FINANCE MANAGER

March 2018 to March 2019

Palisade Partners (Denver, Colorado)

- Responsible for review & analysis of monthly third-party financial reports, cash management (including AR/AP, wire transfers, capital calls & distributions, construction loan draw funding, & job costing), & fund modeling (of property, fund, & investor-level realized & projected returns) for a private equity-backed real estate developer with a portfolio of residential & mixed-use commercial real estate investments & development projects across the Denver metro area.

- Researched & analyzed current & potential real estate markets & presented data-driven decision-making strategies & interpretations for use in investor market update presentations & submissions of requests for proposal for development projects & public funding (from DURA, OED, & CHFA), resulting in a successful request for proposal for a Denver low-income community-based real estate development project.

FUND ACCOUNTANT

July 2015 to July 2017

Northwood Investors (Denver, Colorado)

- Prepared quarterly & annual US GAAP & IFRS compliant fair market value financial statements, footnotes, & accounting deliverables for an annually audited \$6.0 billion evergreen fund with over 60 underlying industrial, office, residential, retail, development, & hospitality commercial real estate investments across the U.S. & Europe.
- Responsible for maintaining the general ledger, cash management (including wire & account transfers, line of credit management, capital calls & distributions, & capital project budgeting), fund modeling (of property and fund-level realized & projected returns), & direct investor correspondence & services (including quarterly & annual investor requests, audit confirmations, due diligence questionnaires, & fundraising private placement memorandums).
- Co-led successful implementation of iLEVEL cloud-based portfolio management software resulting in estimated time savings of 100 hours per quarter on fair market valuations, financial reporting, & investor reporting processes driven by custom, system-automated financial data collection templates created to streamline third-party property-level financial data collection, validation & consolidation processes.

FUND ACCOUNTANT

July 2013 to July 2014

Brown Brothers Harriman (Centennial, Colorado)

- Demonstrated autonomous systems skills, adaptability & collaboration skills across daily fund net asset value calculation, trade management, fund maintenance & cash reconciliation responsibilities, leading to a direct job offer within the first 3 months of temp-to-hire contract on bank loans & alternative investments team.
- As a direct employee, led the integration, management & training of teammates on new cloud-based ERP system processes & procedures (including sub-ledger & share break reconciliations & workflow management tools) in support of the successful, seamless cloud-based ERP system conversion from InvestOne to Eagle STAR.

RESEARCH & ANALYSIS EXPERIENCE:

SOCIAL MEDIA ANALYST INTERN

January 2023 to May 2023

Ryan Mayer Coaching Services (remote from Denver, Colorado)

MARKET RESEARCH ANALYST

July 2014 to July 2015

Fusion Sales Group (Centennial, Colorado)

RESEARCH ANALYST INTERN

June 2012 to August 2012

CGI Inc. (remote from Centennial, Colorado)

ADVANCED SYSTEMS EXPERIENCE:

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|----------------|------------------|--------------|-------------------|
| • Allvue | • Juniper Square | • iLEVEL | • Quickbooks |
| • Sage Intacct | • Yardi | • Investran | • Workiva |
| • Smartsheet | • AssetEye | • Eagle STAR | • Microsoft Excel |
| • ServiceNow | • MRI | • InvestOne | • Microsoft Word |
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EDUCATION:

COLORADO STATE UNIVERSITY – ROCKWELL COLLEGE OF BUSINESS

Bachelor of Science in Business

Major: Business Administration

Concentration: Finance

GPA 3.8/4.0

Cum Laude Honors Scholar

International Business Certificate
