

## **PAUL E. GORMAN, CPA / MBA**

www.mycareerhighlights.com/paulgorman

917-856-5440

Livingston, NJ 07039

paulgormansr@gmail.com

**CORE COMPETENCIES:** Fund Administration, Private Equity, Due Diligence, Budgeting, Systems, Cost Reduction/Containment & Process Improvements, Negotiating, Contract Review, Fund Documentation, Investor Relations, SEC Compliance (Dodd Frank, ADV Filings, Form PF Filing, Chief Compliance and AML), MS Office

### **PROFESSIONAL EXPERIENCE**

#### **TMF Group, New York, NY**

**2019 - present**

*Client Service Director (US) ( 1/2021)*

*Solution Architect (12/2019-12/2020)*

For firm providing fund administration, SPV accounting and Corporate Secretarial Services to Private Equity Clients.

- Work with sales team to set strategy and be accountable for leading the growth in funds work focusing on interesting and / or niche clients including start-ups.
  - o Helped win and onboarded firm's first North American clients: \$125,000 in Annual Contract Value.
- Participate in sales prospect calls to determine needs, scope of work and answer technical questions.
- Prepare RFP's, including pricing by working with sales and production team
- Respond to and resolve client service concerns.
  - o Turned around seven client relationships on fund administration mandates and improved performance of India and Guernsey teams in process.
- Build relationships with other key Investment Manager service providers: law firms, public accounting firms and banks.
- Provide content for marketing campaigns
  - o Have identified and written marketing campaign content for what sales team estimates to be a 7 figure opportunity.

#### **SS&C, Cranford NJ**

**2015 – 2019**

*Manager (10/2018 to 10/2019)*

*Assistant Manager (7/2015-9/2018)*

For firm providing fund administration to Private Equity Clients. Responsible for 8 closed end multi-structure funds totaling over \$2 billion in commitments (monthly closes – waterfall (carry) and allocation files), 26 Co-Invest funds (fund of funds) with over \$1 billion in commitments. Implement new funds – review structure charts, LPA/LLC documents and investor subscriptions as part of set up on system.

- Review and prepare: work papers (including treatment of foreign exchange and derivatives), financial statements for audits; reduced time to complete by 25%.
- Review and prepare capital calls & distributions (over 5,000 notices), Partner Capital Statements (over 6,000) and have reduced normal processing time by 50% on capital activity.
- Review and prepare Investors sub close calculations and water fall calculations based on interpreting partnership agreements. SS&C lead on all 25 co-invest audits based on client's request; reduced time to complete by 30%. Prepare, review wires to pay fund expenses on behalf of clients.

**Knight Vinke Asset Management, New York, NY**

**2006 – 2013**

*Chief Financial Officer (10/2006-3/2013)*

*Vice President (1/2006 to 9/2006)*

For Registered Investment Advisor managing \$2.5 billion in assets utilizing a Private Equity structure, supervised staff of 4, hired and trained NYC staff. Managed 4 fund and 5 service company audits. Responsible for \$13 million budget for operating companies. Reviewed all fund trading done by outside brokers. Reconciled firm trades and internal P & L. Acted as Risk Officer on hedge fund and ran VAR, Monte Carlo simulations.

- Obtained \$175MM line of credit to finance trades done by fund at Euribor rate reducing cost to finance trades by 67%. Improved flexibility to trade by being able to use brokers not capable of financing trades.
- Received a refund of \$1.5MM on dividends withheld on behalf of CalPERS (largest investor in fund) and had withholding rate of 30% reduced to 15%.
- Reduced NAV reporting times from 10 business days after month-end to 3rd business day after month-end. Flash reports were provided to investors on last business day of month versus the previous 2-days after month-end .
- Cut by 50% the time to complete and distribute fund audits to investors.

**Dunlevy & Co Inc, New York, NY**

**1987 – 2005**

*Chief Operating Officer (1/2000 to 9/2005)*

*Treasurer (9/1987 to 12/1999)*

Managed all the day-to-day activities of a New York Stock Exchange Member firm including the equity trading function and the NYSE floor operation. Staff of 13, \$3 million budget.

**EDUCATION**

**MBA**, SUNY Binghamton, NY Management Information Systems 3.4/4.0

**BS**, SUNY Geneseo, NY Accounting, 3.7/4.0 Magna Cum Laude

**CPA license**, obtained in September 1987 while working in public accounting at Deloitte & Touche.