

# **Elizabeth J. Dawley**

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## **SKILLS AND QUALIFICATIONS**

- Highly-accomplished executive with broad expertise and success in leading all phases of financial and information technology operations for non-profit senior living community
- Proactive leader with proven success in developing innovative strategies, accounting systems, and internal controls that positively impact the organization's bottom line
- Strong analytical and modeling skills with extensive experience in annual budgeting and strategic financial plan development
- Exceptional project management skills, with the ability to effectually influence and implement change toward a common vision or goal
- Impactful leadership skills with expertise in recruiting, developing, and mentoring talent to build team alignment and commitment, and enhancing employee skills toward professional growth
- Confident, effective communication and negotiation skills, with the ability to effectively collaborate with all levels of the organization
- Extensive knowledge and practical application of Generally Accepted Accounting Principles (GAAP) and financial standards, with a strong focus on accuracy, compliance, and risk management
- Extensive knowledge of state and federal healthcare compliance regulations and labor laws, and highly adaptable to the industry's consistently changing regulatory environment

## **PROFESSIONAL EXPERIENCE**

**Scottish Rite Park, Des Moines, IA**

**2007 – present**

### ***Chief Financial Officer***

*Successfully manage and provide oversight on all financial aspects and management functions for a non-profit Continuing Care Retirement Community with in excess of \$8 million in annual revenue and over 100 employees.*

- Responsible for monthly and annual financial reporting and forecasting, manage financial audits, and implement and maintain records that comply with GAAP and financial standards while attentively managing daily operations
- Perform comprehensive financial analyses and reporting to assist Board of Directors in making cost-effective decisions
- Recruit, supervise, and mentor high performance administrative team, ensuring alignment with company objectives for driving disciplined growth
- Develop and implement innovative systems and internal controls that improve processes and productivity for multiple workflow functions
- Oversee all aspects of information technology systems, including those that provide internet access to over 200 residents of the retirement community
- Closely monitor, analyze, and evaluate activity to ensure compliance with federal and state regulations

**Stanbrough Development Co., Des Moines, IA**

**2003 – 2007**

***Chief Financial Officer***

*Managed all financial operations for multiple limited liability partnerships of multi-million dollar real estate development firm, including commercial construction for long-term investment and raw land development for residential lot sales.*

- Prepared monthly and annual financial statements and performed comprehensive financial analysis reporting for partners
- Oversaw all stages of project development, from procuring construction financing and administering subcontractor draws to executing lease documents and performing real estate closings on land purchases and lot sales
- Developed and monitored budget and compliance standards
- Responsible for managing all corporate and municipal audits

**Nelson Construction Services, Des Moines, IA**

**2001 – 2003**

***Controller***

*Managed the accounting and finance functions for locally owned general contractor for commercial construction projects.*

- Oversaw accounts payable, accounts receivable, general ledger, payroll and inventory activities, including work-in-progress calculations pertaining to construction accounting
- Prepared monthly and annual financial statements and performed comprehensive financial analysis reporting for owners

**EDUCATION**

**University of Iowa, Iowa City, IA**

B.B.A., Accounting (graduated with High Distinction – GPA: 3.74)

**University of Illinois, Urbana, IL**

CPA Certification