

Michael Ramirez, MPAcc

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PROFESSIONAL EXPERIENCE

Accounting Manager | Aduro Advisors, Seattle, WA | April 2025 – June 2026

- Managed accounting and financial reporting for a \$1.6B AUM portfolio of VC investment funds, serving as primary client contact and translating complex financial concepts into clear, actionable guidance
- Managed quarterly close processes and ensured timely GAAP-compliant reporting across the fund portfolio
- Prepared financial statements (balance sheets, income statements, cash flow statements, investor capital statements) and client communications, demonstrating strong technical accounting and communication skills
- Coordinated with external audit and tax teams, providing PBCs and serving as liaison between clients and service providers to ensure smooth, on-time project delivery
- Managed biweekly payroll processing for clients, gathering employee records and verifying data to complete payroll accurately on a strict timeline
- Managed fundraising activities including capital calls and investor reporting, requiring precise attention to detail and clear stakeholder communication
- Prepared tax filings and managed 1099 reporting for clients, ensuring accurate vendor records and on-time compliance with IRS deadlines

Senior Accountant | Timberlane Partners, Seattle, WA | July 2023 – April 2025

- Managed accounting and financial reporting for an \$800M AUM real estate portfolio, finalizing close on a monthly, quarterly, and annual financial
- Led end-to-end QuickBooks-to-Yardi system implementation within a 6-month timeline, managing project requirements, vendor coordination, and change management while maintaining business continuity
- Designed and implemented accounting workflow and process automation improvements across the organization, increasing reporting efficiency and data accuracy
- Cash flow management across 50+ bank accounts, performing reconciliations and proactively identifying and resolving discrepancies
- Collaborated cross-functionally with the development team to design lender reporting workflows and construction draw packages
- Prepared tax filings and managed 1099 reporting across multiple entities, ensuring accurate contractor/vendor records and compliance with IRS filing deadlines

Senior Associate | Pathstone Family Office, Bellevue, WA | September 2022 – February 2023

- Supported the brokerage team through data entry, ledger maintenance, and preparation of financial reports
- Responded to internal and external inquiries regarding account balances and financial transactions, enhancing communication and transparency
- Worked cross-functionally to onboard and decommission clients within the CRM system

Senior Accountant | Evergreen Herbal, Seattle, WA | April 2022 – August 2022

- Proactively conducted internal audits to identify inefficiencies, implementing process improvements that reduced transaction processing time by 15%
- Leveraged technology and automation tools to improve and scale refunds/returns processes across departments, increasing traceability and productivity
- Managed complete accounts payable and receivable workflows in QuickBooks Online, including invoice tracking, coding, approval, and payment processing

Staff Accountant | Windermere Real Estate, Seattle, WA | November 2020 – March 2022

- Prepared monthly financial statements in QuickBooks Online, ensuring compliance with accounting standards and applying strong accrual accounting and month-end close skills
- Processed high-volume daily commission payments (manual checks, wires, ACH) and managed a loan application program while maintaining accuracy and customer service
- Managed intercompany accounting workflows including invoice processing, payment posting, and reconciliations across multiple entities
- Prepared quarterly estimated tax documentation and managed 1099 reporting for commission-based agents, ensuring accurate records and timely IRS compliance

Staff Accountant | Avocado Green Brands, Fullerton, CA | June 2020 – September 2020

- Managed full-cycle accounts payable and receivable functions in a QuickBooks Online environment
- Optimized office organization by implementing a new digital filing system through Google Drive
- Responded to client inquiries regarding billing and account status, enhancing customer satisfaction

Accounting Assistant | Biola University, La Mirada, CA | July 2019 – May 2020

- Supported accounting operations in QuickBooks Online, including AP/AR processing, reconciliations, and maintaining accurate financial records
- Proactively identified an opportunity to streamline services by replacing an outdated pager system with an online appointment system

EDUCATION

Master's Degree in Professional Accountancy — Biola University, La Mirada, CA — May 2020

Bachelor's Degree in Business Administration in Accounting — Biola University, La Mirada, CA — May 2019

CORE COMPETENCIES

- Financial Reporting & Analysis: Preparation and analysis of balance sheets, income statements, cash flow statements, and investor capital statements
- Month-End, Quarter-End & Annual Close: Deep understanding of accrual accounting, account reconciliations, and continuous close processes
- Multi-Entity & Intercompany Accounting: Managed reconciliations, cash flow, and reporting across 50+ bank accounts and multiple legal entities
- Budgeting, Forecasting & Variance Analysis: Support for investor reporting, capital calls, and cash flow planning across client portfolios
- GAAP & Regulatory Compliance: GAAP-compliant reporting, ASC 606/820/842, tax preparation, 1099 reporting, audit liaison and PBC coordination
- Systems Implementation & Process Automation: Led full QuickBooks-to-Yardi migration; designed workflow automation that improved reporting efficiency and accuracy
- Client & Executive Communication: Track record of translating complex accounting concepts into clear guidance for clients, investors, and non-technical stakeholders

TECHNICAL SKILLS

Accounting Systems: QuickBooks Online (ProAdvisor), Xero, Yardi Voyager, LoneWolf

Analysis & Reporting Tools: Microsoft Excel (Advanced), AI-assisted workflow design and process automation (including Claude)

Accounting & Compliance Expertise: GAAP Compliance, Accrual Accounting, Month-End Close, Financial Reporting, Multi-Entity & Intercompany Accounting, Payroll Processing, Full-Cycle Accounting, Tax Preparation & 1099 Reporting, Tax Compliance Research and Review (ASC 606, ASC 820, ASC 842)