

Michael James

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Certified QuickBooks ProAdvisor with over 6 years of experience in full-cycle bookkeeping, reconciliations, and reporting for real estate, investment, and small business clients. Skilled in QuickBooks Online (QBO), Excel automation, and financial workflow optimization. Proven ability to handle multiple property bank accounts, mortgage and insurance entries, and ensure audit-ready books with accuracy and timeliness. Real estate experience includes hard money lending firms and REO flip bookkeeping. Equally adept at freelance and full-time controller-level support for diverse financial operations.

- **QuickBooks Online • Real Estate Bookkeeping • Bank Reconciliations • Excel Reporting & Automation**
- **Mortgage & Insurance Coding • Multi-Entity Accounting • Deadline-Driven • Chart of Accounts • Internal Controls**
- **Cash Flow Tracking • AP/AR Management • Communication • Financial Reporting**

FREELANCE EXPERIENCE

Bookkeeper / Quickbooks Consultant

Baltimore Books and Ledgers LLC

- Handle real estate bookkeeping for hard money lenders and REO flip clients, including coding mortgage payments, insurance, and renovations in QBO.
- Perform monthly bank reconciliations across multiple property accounts.
- Set up and maintain QuickBooks accounts tailored to business models and reporting needs.
- Create Excel templates and automation tools to streamline reporting and monthly close processes.
- Support tax season readiness with accurate ledger maintenance and reporting coordination.
- Educate non-finance clients by translating reports into actionable insights.
- Troubleshoot bank feeds, categorization, and account mismatches to keep books clean and audit-ready.

PROFESSIONAL EXPERIENCE

Private Equity Controller

Harbor Private Equity | Baltimore, MD

04/2025 – Present

- Manage full-cycle bookkeeping for multiple entities using **QuickBooks**, including transaction categorization, bank reconciliations, journal entries, and monthly close.
- Reconcile internal books with custodial records across multiple accounts and entities, ensuring 100% accuracy and audit compliance.
- Create custom Excel-based reporting tools to streamline investor reporting and automate monthly financial summaries.
- Maintain clean general ledgers, track intercompany activity, and support capital account

accuracy across funds.

- Partner with tax professionals to support 1099s, K-9s, and year-end reconciliation data for tax filing readiness.

Operations Associate

Morgan Stanley | Baltimore, MD

08/2019 – April 2025

- Supported day-to-day financial operations, including bank account reconciliations and transaction reviews.
Helped maintain accurate records across internal systems and external accounts.
Assisted with identifying and resolving discrepancies to ensure clean books and smooth reporting.
- Collaborated with internal teams to streamline workflows and improve process consistency.

SKILLS

- Reconciliation
- Data Analysis
- Payroll
- Zapier
- Stakeholder Management
- Internal Controls
- Automation
- Quickbooks
- AR/AP
- Communication
- Problem-Solving