

Michael Tufarelli

<https://www.linkedin.com/in/mtufarelli/>

Professional Summary

- Motivated Operations and Accounting Manager with 15 years of experience with a proven track record of leadership, project management, technology systems conversions, effective communication, and increasing productivity while breaking down silos across departments. Advanced Excel user with superior problem solving and decision-making skills with experience in GAAP, FASB, and SOX reporting.

Experience

BioSchwartz

Director of Operations

Aug '18 – Mar '19

- Managed the daily operations of the organization including supply chain, marketing, product development, quality assurance, human resources, and customer service for a private equity owned nutraceutical company.
- Expanded headcount over 300% within a 5-month period through overseeing the hiring and office build out.
- Increased sales by 27% within a 4-month period through the implementation of new marketing initiatives on Facebook and Amazon.
- Successfully led design and product development for 10 new SKUs, launching 3 with sales on the new branded products reaching over \$200,000 per month.
- Trained Controller and assisted with him with creating and completing the 2019 annual budget with value over \$10M EBITDA, the closing of year-end financial statements, and the conversion of accounting systems from XERO to QuickBooks Enterprise.
- Ran weekly strategy calls and quarterly Board of Directors meetings, highlighting operational updates across the organization, disseminating information across the company effectively reducing the number of needed meetings.
- Oversaw creation and maintenance of organization wide quality assurance program, establishing policies and SOPs to ensure FDA compliance for all current and future products.

BNY Mellon – Middle Office Client Service Delivery

Vice President – Accounting Manager

Nov '14 – Aug '18

- Managed oversight of 21 onshore and offshore team members (direct and indirect reports) providing middle office accounting services for Bridgewater Associates, the largest hedge fund with approximately \$160 billion in assets under management. Focused on cash and asset reconciliations, daily capital processing, and month end valuations.
- Led transition onto the SmartStream TLM and Eagle/OnCore platforms, allowing for automated reconciliations of cash, positions, and market value for the client, increasing operational efficiencies while maintaining existing service levels.
- Developed teams and structure to support go-live transition from internal BW team to the outsourced solution. Created the primary end of day control process for the accounting team to ensure complete and accurate processing daily.
- Worked with technology and business analysis team on enhancements, UAT and QA testing of system outputs, upgrades, and reports, and help with creation of functional requirements documents.
- Worked with internal and external auditors, providing substantiation and schedules for all entries to ensure accurate records were recorded in the accounting systems and complete the annual SOC 1 report.

BNY Mellon – Business Analysis and Support Services

Vice President – Project Manager

Mar '13 – Nov '14

- Oversaw cross functional, multi-location global projects. Created project plans and presentation documents for the Executive Project Steering Committee, ensuring the scope of the project goes according to specifications and budget.
- Implemented automation tools for ACH, check, and wire payments for the Alternative Investment Services group, which had the ability to save the company up to \$1,000,000 in FY 2014 through headcount reductions and reduced duplicated efforts by team members. Winner of the Custody Risk magazine's "Most Innovative Project of the Year" award for 2013.

BNY Mellon Alternative Investment Services

Vice President - Accounting Team Manager

Vice President - Senior Accounting Manager

Senior Fund Accountant

Jul '10 – Mar '13

Aug '05 – Jul '10

Apr '04 – Aug '05

- Oversaw 3 account managers and 12 accountants handling the accounting functions of 9 hedge fund/private equity clients with approximately \$17 billion in assets under management.
- Provided monthly close packages for clients, including; portfolio valuations and NAV calculations, asset and cash reconciliations, pricing verification for illiquid and hard to value securities, partner & shareholder P&L allocations, and income & expense calculations.
- Prepared annual financial statements for all master and feeder funds according to applicable accounting standards. Worked directly with audit firms to ensure proper presentation and ensure we received an unqualified opinion. Worked with tax teams to process all M-1 book to tax adjustments for the partnerships.
- Presented and offered clients accounting and NAV administration solutions during the request for proposal (RFP) stage in the sales process. Won business from 3 new clients in fiscal year 2012 with annual revenues projected at over \$700,000.
- Led in consolidation and project management of accounting functions with 2 global locations into the Orlando office which allowed for our location to be the true “Center of Excellence” in the accounting arena for the organization.

Education

University of Central Florida, College of Business Administration

Master of Science Degree in Accounting – CPA eligible

Dec '10

Bachelor of Science Degree in Business Administration - Finance

Aug '03

Volunteer/Leadership Experience

Toastmasters International

Past Area 30 Director

Jun '12 – Present

Big Brothers Big Sisters

High school mentor

Sep '13 – Jun '18

BNYM IMPACT Workplace Mentoring Program

Mentor of potential future leaders in the organization

Member of IMPACT Orlando Steering Committee supporting diversity and inclusion in the workplace

May '13 – Jun '17

Junior Achievement

Classroom teacher on financial literacy topics

Aug '14 – Apr '18

Computer Skills

- Microsoft Office Professional Suite including Excel, Word, Outlook, PowerPoint, SharePoint, & Visio
- Xero, Zendesk, DEAR Systems, Amazon PPC, ManyChat, G-Suite, Bloomberg, Eagle Accounting, SmartStream TLM, SunGard's Invest One, Geneva Accounting, VPM, Praeco, NTAS, PeopleSoft Financials