ROBERT SMITH

Production Accountant

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Seeking a Production Accountant with 4 years of experience in Preparing and reviewing production cost reports and report consolidated findings to production and finance executives on a weekly/monthly basis.

EXPERIENCE

Production Accountant
ABC Corporation - AUGUST 1994 – OCTOBER 1995

- Compiled records of money spent on the team on behalf of the client.
- Responsible for the file maintenance of Accounts Payable and Receivable folders.
- Recorded the clients expenditures in a budget form using Excel for tracking.
- Maintained accounts payable of vendor invoices for the making of client advertising.
- Verified that the appropriate approval and job number/purchase order was assigned to the open invoice.
- Responsible for the timely production of billing to different clients.
- Responsible that the pre-billing was issued in a timely manner and issued according to the amount that was estimated.

Production Accountant
Delta Corporation - 1993 – 1994

- Assisted in the production of financial and monthly management accounts.
- Liaised with program makers and advised on program budgeting.
- Prepared management accounts for producers to ensure production remained on budget.
- Process and file New York Start start paperwork for 70 crew, 40 principal actors, and 600 background actors Process Taft-Hartleys for up to 40 non-.
- Processed, coded, and paid production invoices Calculated and processed cast and crew payroll in accordance with union and non-union rules Processed.
- Review contracts for all on-air guests - Process time cards and payroll for staff as well as payment for talent, music guests - Record all staff.
- Assisted in daily inventory accuracy procedures including investigation and correction of inconsistencies Received raw materials into the plant.

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EDUCATION

- GED

SKILLS

Excel, Administration, Planning.