
Production Accountant Resume

Job Objective

Seeking a Production Accountant position that offers an immediate challenge, career opportunity, and advancement.

Highlights of Qualifications:

- Certified accountant with accomplished experience in production accounting
 - In depth knowledge of accounting and auditing principles and practices
 - Proficient with SAP, Microsoft office suite, Peoplesoft and Hyperion Essbase
 - Amazing ability to examine and verify financial documents and reports
 - Demonstrated skills in managing employees and meetings
 - Amazing ability to handle multiple tasks while meeting deadlines
 - Remarkable ability to handle challenging issues with diplomacy
 - Strong communication and written skills
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Professional Experience:

Production Accountant, August 2005 – Present

Disney ABC Television Group, Tremonton, UT

- Assisted the Director, Finance & Planning with all aspects of development fund budgeting, tracking and reporting.
- Acted as the liaison with Directors and Producers to prepare production budgets for pilots and trailers.
- Ensured that budgets are in accordance with all internal contracts and with union and guild collective bargaining agreements.
- Managed and tracked charge-offs from overall deals for services provided on all projects and productions.

Production Accountant, May 2000 – July 2005

Accountemps, Tremonton, UT

- Performed standard accounts payable and accounts receivable duties.
 - Generated standard monthly financial reports and ad-hoc reports.
 - Provided instant status responses on company accounts payable issues.
 - Coordinated with vendors, contractors and company staff.
 - Supported company CPA in the preparation and filing of company tax returns.
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Education:

Bachelor's Degree in Business, Charter Oak State College, New Britain, CT
Master's Degree in Accountancy, Walden University, Minneapolis, MN

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