

David Reimer

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Solid background in film accounting operations and administrative tasks. Able to multitask and meet deadlines and shifting priorities.

Experience

ACCOUNTING ASSISTANT | FILM/TELEVISION PRODUCTION | ATLANTA, GA

Assisting in the areas of the bookkeeping, internal control and financial reporting, as well as general administrative tasks for multiple television and motion picture productions.

Christmas Everlasting (2nd assistant, 2018), Hallmark Crown Media

Hangman (clerk, 2017), Patriot Pictures

Baby Driver (2nd assistant, 2016), Bambino Films

Neighbors 2 (clerk, 2015), Townies 2 Productions

Being Mary Jane (clerk, 2015), Breakdown Productions

Devious Maids (clerk, 2014), Cherry/Wind Productions

Resurrection (clerk, 2014), Plan B Entertainment

- Issue and logging of purchase orders. Maintenance to include aging, missing and extensions.
- Process invoices and match to PO, coding, calculating discounts, AP entry and routing and reviewing for proper approval.
- Vendor set up, credit apps and entry in AP system and ongoing maintenance of vendor and check files (electronic or hardcopy).
- Research and resolve invoice discrepancies and issues.
- Coding and entry of petty cash, per diem and CASHet.
- Assist with providing supporting documentation for audits.
- Support payroll with entry of company hours along with background extras payroll processing.
- Answer department phone and respond to inquiries from vendors.

Relevant Skills

PSL - Ease - Showbiz - Advanced spreadsheet - Financial reconciliation - Organized & strong analytical ability

References

ANDREA AMATO

Production Accountant, Christmas Everlasting

Mobile: (586) 212-0084, email: amatoa@aol.com

JAMIE DAVENPORT

1st Assistant Accountant, Devious Maids & Being Mary Jane

Mobile: (940) 391-4449, email: jamielavenport@gmail.com

LJ SANTILLAN

1st Assistant Accountant, Neighbors 2 & Baby Driver

Mobile: (310) 384-0850, email: leejouver@gmail.com