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# Example of Production Finance Job Description

Our company is growing rapidly and is hiring for a production finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production finance

* Maintain episodic rundowns, projected final reports and generate cost comparisons as needed
* Coordinate with all internal departments
* Review cost reports with Director to forecast accurate projected final costs & complete pacings for assigned departments
* Analyze costs and trends affecting current & future budgets
* Assist with yearly corporate planning / budgeting
* Approve invoices, check requests, expense reports, and petty cash reports for projects
* Ensure allocations are properly reported to Finance for correct monthly/yearly allocations amounts
* Budgeting and cost reporting functions
* Weekly/monthly variance reporting
* Resource quota planning and tracking

## Qualifications for production finance

* Processing weekly production cash-flow funding
* Five plus years of experience in large tent pole feature production accounting
* Candidate will be required to spend the majority of their time working on a computer
* Must be willing to immediately relocate to San Francisco Bay Area
* 3+ yrs Production and post production experience
* Work within a studio or network