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# Example of Production Finance Job Description

Our growing company is looking for a production finance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production finance

* Corporate reconciliation reporting
* Procurement card management
* Labor tracking and time card management
* Historical record maintenance
* Ad-hoc production planning and reporting
* Ensure co-production partners are paid accurately and timely
* Collaborate with Line Producers, Production Managers, Accounting Staff and the
* Produce and forward monthly management reports
* Work with show accountants on a daily basis to support production by delivering accurate and timely cost reporting
* Be involved in department management and special projects

## Qualifications for production finance

* Familiarity with labor rules and HR policy and procedures
* Experience reading legal documents especially contracts
* Understanding of basic accounting principals
* Open to learning new concepts
* Have a background in finance/accounting
* Have a passion for film/entertainment industry