



Example of Production Accountant Job Description

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Our growing company is looking to fill the role of production accountant. 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 accountant

- Ensures the soundness of control, compliance and, particularly, risk management as related to core business processes and decisions
- Examines plans and processes in order to improve, adapt and drive execution
- Creates constructive tension between Finance and the business/functions through healthy friction and challenging business partners on critical decisions
- Motivates his/her team, leading to action plans that ensure follow-through and delivery
- Gather required information to complete tax and/or royalty filing
- Prepare AP uploads, journal entries and RVN batches associated with returns
- Prepare monthly account reconciliations and amendments
- Research and repair account issues
- File conservation, severance, ad valorem, and withholding taxes royalties
- Allocate sales volumes and value

Qualifications for production accountant

- Must have knowledge of accounting best practices
- Minimum one year experience in creative/design/production environment at TV Network, Cable or Agency
- College degree in related field and/or comparable work experience
- Minimum of 5 years experience in television/film production accounting

- Must have knowledge of budgeting software, Movie Magic Budgeting & Entertainment Partners Budgeting