

Grace Kelly – Accounting Technician
Dublin, Ireland
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KEY SKILLS

Payroll – Collecting & Analyzing Payment Information. Resolving Payroll Discrepancies. Preparing Reports by compiling summary of earnings, taxes, deductions, leave & non-taxable wages.

Accounts Payable – Accurately & in a timely manner, process weekly & daily vendor Invoices. Analyze & problem solve discrepancies. Process, Code & enter PO's & match to vendor Invoices. Reconcile Vendor Statements & correct discrepancies. Prepare cheque runs & process 200 plus payments weekly. Provide administrative support for the Departments & the Financial Controller. Instruct & train new employees on Accounting Procedures.

Petty Cash – Cash issued to Employees e.g. Buyers to cover costs for a Production. Process & enter Cash Requests. Ensure receipts are returned, checked & costs are in line with the Production Budget. Reconcile Petty Cash of €150k plus ensuring all cash & costs have been accounted for & ensure Employee's and Management have a weekly update report on Costs.

EXPERIENCE

January 2020 – April 2020
Valhalla 1 Productions DAC
Assist Accountant – AP, Schedule D & Stunts Payroll, Petty Cash & Expenses

October 2019 – December 2019
National College of Art & Design
Assist. Accounts – AP, Admin & End of Year Preparation.

July 2019 – October 2019
TYO Vico DAC
TV Series
Assist. Accountant - Payroll, AP, Petty Cash

June 2019 – July 2019
The Racer - Film
Assist. Accountant – Extras Payroll, Cash, Accounts Payable

May 2019 - Daily
Herself - Film
Assist. Accountant – Payroll & Petty Cash

April 2019 - Daily
Horizon Line - Film
Assist. Accountant – Accounts Payable, Payroll, Petty Cash, Bank Payments

January 2019 – April 2019
The Other Lamb - Film
Accountant – AP, Payroll, Petty Cash, Banking, Some Budget Experience

November 2018 – December 2018
Wildfire - Film
Assist. Accountant - Sargent Disc NI Crowd Payroll, AP, ROI Bank Payments

September 2018
4 Kids & IT - Film
Assist. Accountant
Stunts & Extras Payroll, Petty Cash.

July 2018 – August 2018
'Vivarium' - Film
1st Assist. Accountant - Accounts Payable, Petty Cash.

October 2017 – June 2018
'Nightflyer's' - NBC Universal
Assist. Accountant - Accounts Payable

June 2017 – October 2017
'Little Women' - BBC
2nd Assist. Accountant - Accounts Payable

September 2016 – June 2017
'Redrock' Season 3 – TV3
1st Assist. Accountant - Payroll & Petty Cash

September 2015 – August 2016
'Redrock' Season 2 – TV3
1st Assist. Accountant - Payroll & Petty Cash

June 2015 – August 2015
'I.T.' - Film
Accounts Trainee - Petty Cash & Per Diems

PREVIOUS EXPERIENCE

2006–2015 – Production Department – Production Coordinating - Film and Television Industry.
Responsibilities - Travel, Accommodation, Crew & Equipment Logistics. Coordinating daily activities including catering, billing & general office administration on various Productions.

EDUCATION

Accounting Technicians Ireland
Diploma – May 2018

SOFTWARE

Sage Micropay - Payroll
Collsoft - Payroll
Moneypenny MyDaes
Global Vista
Vista 5
Eclipse
PSL
Sage

REFERENCES:

James Cullen
Production Accountant
E-Mail: james@pjcltd.com

Evelyn McLoughlin
Production Accountant
E-Mail: evemc33@gmail.com

