



Cell: 310.745.9487  
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**CPA Candidate**  
**Uniform CPA Exam Passed**

## Education

B.A., ENGLISH  
Montana State University  
Bozeman, MT

M.B.A., ENTREPRENEURIAL  
ORGANIZATIONS  
Loyola Marymount University  
Los Angeles, CA

CERTIFICATE IN ACCOUNTING  
UCLA Extension  
Los Angeles, CA

## Skills

Strong management and interpersonal skills: with a focus on streamlining communication between accounting and other organizational departments

Excellent multi-tasking and time management skills: necessary for executing multiple projects

## Software

PC and Mac Platforms:  
Excel, Word, PowerPoint

Accounting Software:  
PSL, Mydaes, SmartAccounting,  
Great Plains, BI360, Quickbooks

Budgeting and Payroll Software:  
Movie Magic  
Showbiz Crew Cards  
Showbiz Budgeting

# ELIZABETH REEVE

## Production Accountant

### Freelance

Los Angeles, CA | Bozeman, MT

- Manage costs for budgets between \$500,000 and \$20,000,000 per project
- Prepare financial reports: daily episodic hot costs, weekly and monthly EFC reports, and month-end financials
- Create new budgets and estimates related to changing production scenarios and schedules
- Process accounts payable, bank deposits, bank reconciliations, journal entries, purchase orders, and audit petty cash
- Experience with IA, DGA, WGA, SAG-AFTRA, and non-union payroll, ensuring compliance with union and State labor rules
- Manage an accounting team, including payroll training as well as guidance in accounting procedures and policies
- Analyze and project expenses related to qualified State tax incentives
- Experience with transitioning productions from non-union to union payroll

### Projects

#### *FILM*

##### ***Beast – Feature Length (Beast Productions)***

Line Producer: Lizzie Shapiro; Production Manager: Maggie Ambrose

##### ***Robert the Bruce – Feature Length (A Mighty Hand)***

Line Producer: Andrew Curry

#### *TELEVISION*

##### ***Safeword - Season II (MTV, Comedy/Variety)***

Line Producer: Mark DiCristifaro; Production Manager: Matt Harper

##### ***What Would Diplo Do – Season I (ViceLand, Scripted Series)***

Line Producer: Mark DiCristifaro; Production Manager: Matt Harper

##### ***The Thundermans - Pilot, Seasons I, II & IV (Nickelodeon, Multi Camera)***

EP: Jed Spingarn; Producer/UPM: Melanie Patterson (pilot), Patty Gary-Cox (series)

##### ***Henry Danger – Seasons I, II & III (Nickelodeon, Multi Camera)***

EP: Dan Schneider; Producer: Robin Weiner; UPM: Kim Sherwood

##### ***100 Things To Do Before High School - Pilot (Nickelodeon, One hour, Single Camera)***

EP: Scott Fellows; Producer: Skot Bright; UPM: Deb Spidell

##### ***Wendell & Vinnie - Pilot & Season I (Nickelodeon, Multi Camera)***

EPs: Jay Kogen and Aaron Kaplan; Producer/UPM: Richard King

##### ***How To Rock - Season I (Nickelodeon, Multi Camera)***

EP: David Israel; Producer/UPM: Melanie Patterson

##### ***Supah Ninjas - Pilot & Season I (Nickelodeon, Single Camera)***

EP: Brian Robbins; Producer/UPM: Don Dunn

##### ***Big Time Rush - Seasons I & II (Nickelodeon, Single Camera)***

EP: Scott Fellows; Producer: Joanne Toll (Season I); UPM: Michael Gray (Season I);  
Producer/UPM: Deb Spidell (Season II)

# ELIZABETH REEVE

## Accounting Manager

**Columbia Hospitality – Sage Lodge/The LARK | Pray/Bozeman, MT**

- Provided accounting services for corporate and property management by compiling, reviewing, and interpreting financial data and obtaining supplementary information for preparing financial statements
- Drafted budgets and related revenue, expense, and reforecasts
- Developed and implemented accounting procedures and policies - reviewed existing standards and recommended changes
- Prepared financial reports and performed financial analyses, including daily revenue reporting, and monthly and yearly closings
- Reviewed payroll entries and costs related to tax, medical, PTO, and retirement benefits
- Prepared journal entries and general ledger account reconciliations

*Sage Lodge in Pray, MT is a newly established luxury resort that includes a thirty-five room lodge, four ranch houses, two restaurants, multiple events spaces, outdoor activities, a retail store, and a full-service spa.*

*The LARK is a sixty-five room modern hotel located in downtown Bozeman, MT.*

## Accounting Associate

**ExED | Los Angeles, CA**

- Prepared financial statements, completed bank reconciliations and prepared journal entries for a non-profit organization focused on providing business management services to charter schools
- Audited accounts payable and other general ledger entries for inaccuracies
- Prepared and submitted financial reports to chartering agencies

## Accountant – Consultant

**Team Jenn | Marina Del Rey, CA**

- Reviewed general ledger and financial reports
- Performed bank reconciliations
- Advised on and prepared the in-house accounting procedures manual
- Processed accounts payable and receivable

## Graduate Assistant – Academic Affairs

**Loyola Marymount University | Los Angeles, CA**

- Assisted the Director of Budgeting for Academic Affairs with the yearly preparation and ongoing analysis of budgets for the University's departments and colleges
- Performed data analysis for a variety of budgetary projects
- Prepared invoices, requisitions, expense reports and staff and faculty paperwork