

## CAREER SUMMARY

I HAVE ENJOYED A 20-YEAR CAREER IN CORPORATE ACCOUNTING AND HAVE HAD OPPORTUNITIES TO WORK IN EXCITING INDUSTRIES SUCH AS GOLD MINING, CONSTRUCTION, AND AVIATION. AT THIS POINT IN MY CAREER, I STRONGLY VALUE CAREER FULFILLMENT AND MY DREAM IS TO PURSUE A CAREER IN THE FILM INDUSTRY WHERE I CAN BLEND MY SKILLS IN ACCOUNTING WITH MY PASSION FOR FILM.

## PROFESSIONAL SKILLS

- RECONCILIATIONS
- ACCOUNTS PAYABLE PROCESSING
- ACCOUNTS RECEIVABLE MANAGEMENT
- MONTH-END CLOSE
- COST VARIANCE ANALYSIS
- PAYROLL & PAYROLL TAX RETURNS
- MISC. ADMINISTRATIVE DUTIES SUCH AS SCHEDULING MEETINGS, PLANNING TRAVEL, ORGANIZING COMPANY EVENTS, FILING, ORGANIZING, & MORE.

## SOFT SKILLS

- ORGANIZATION
- TIME MANAGEMENT
- TRUSTWORTHINESS
- FRIENDLINESS
- TROUBLESHOOTING
- EMPATHY

## SOFTWARE

- EP - SMART ACCOUNTING
- CASHÉT
- DocuSIGN
- STUDIO BINDER
- GREENSLATE (WEBINAR TRAINING)
- MICROSOFT OFFICE
- GOOGLE SUITE
- QUICKBOOKS

# JULIE WEBB

## CONTACT

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## PROFESSIONAL EXPERIENCE

### The Madison - Office PA (August 2024)

- Uploaded receipts into Cashed and entered coding
- Completed lunch, office supply, shipping, and production supply runs
- Printed scripts, schedules, & call sheets
- Kept crafty, restrooms, and office supply room stocked
- Shopped for cast & crew requested specialty items
- Organized and distributed packages, kept a shipping log of tracking numbers
- Scanned timesheets, camera reports, & catering reports to the production office

### Breaking The Silence - Accounting Clerk (October 2023)

- Prepared and submitted the Montana MEDIA Act tax credit application
- Recorded production related cost in QuickBooks
- Prepared cost reports

### Blonde Instinct - Office PA (September 2023)

- Tagged elements, organized strip board, and created call sheets in studio binder
- Set up zoom calls for cast and crew
- Corresponded with cast and crew regarding production questions, diet restrictions, schedules, etc.

### 1923 - A/P Travel Clerk (May - June 2023)\*

\*Prep only. Production relocated after strikes

- Reconciled and coded transactions in CASHet
- Created a travel grid and added itineraries received from travel coord.
- Reconciled hotel, car rental, and flight invoices to travel grid
- Processed accounts payable for hotel invoices.
- Lunch runs for Accounting staff

### Corporate Accounting Experience (2000-2023)\*

\*Separate resume available upon request

## EDUCATION

Southern Utah University - Bachelor's Degree - Accounting

The Director Whisperer - Script Supervisor Certification (In Progress)

Entertainment Partners - Production Accounting 101 & 201

Entertainment Partners - Smart Accounting 101 & 201

Entertainment Partners - Movie Magic Budgeting Basics

Entertainment Partners - Smart Start & Smart Time

Entertainment Partners - Scenechronize

Media Training Center - Intro to Production (PA course)