

Stuart Bernstein

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Experienced Accountant Transitioning to Film Production Accounting Seeks an Assistant Production Accountant Opportunity

Transferable Skills

I have performed each of the following skills hundreds of times-

Petty Cash documentation, coding, posting to general ledger, and reconciling of float
Expense report coding and posting to general ledger
Purchase order review for proper information and entry into general ledger
Vendor contact for W-9 information, copies of invoices, and explanation of charges
Invoice documentation matching, coding, and posting to general ledger
Preparation of checks, wires, and other forms of payment
Reconciliation of bank accounts
Processing of payroll
Posting of payroll to general ledger
And more ...

Specific Training and Software Skills

Ease Accounting Software
Showbiz Timecards
QuickBooks - Online, networked and single user versions
Sage 50 (Formerly PeachTree)
Excel – Advanced user
Film Accounting 101 - John Gaskin Productions- Gaskin.john@gmail.com or (727)-307-3826.

Work History and References

Production Assistant - Dead by Dusk - Micro budget series of shorts shot during 2014.

Accountant - LaPointe, Torrisi, Stanley & Co., PC - Public Accounting - 163 South River Road, Bedford, NH 03110 December 1998 to June 2016.

Employer - Ed LaPointe (603) 627-4600 or Elapointe@ltsco.org

Coworker - Ross Woodbury (603) 627-4600 or Rwoodbury@ltsco.org

Client - Larry Henchey (Controller) Spa Tech Institute (Corporate Offices Ipswich, MA)
(978)-412-5643 or Controller@SpaTech.edu

Processed, posted, and audited over \$100 million of accounts payable for multiple clients with AP's ranging in sizes to over \$5 million, and over 100 vendors.

Reconciled cash for multiple clients, some with over 2,500 monthly transactions, and monthly disbursements of over \$7 million.

Audited and coded expense reports and petty cash for multiple clients.

Manager of Finance and Administration - Hexaport International, Ltd - Weare, NH 03241 March, 1997 to December, 1998

Managed payroll for up to 50 employees. Maintained general ledger.

Education

University of New Hampshire - Bachelor of Science 1982

University of Massachusetts - Masters of Business Administration 1987