

VINCENT GLASS

Accounting Clerk

513-503-2728 | Vincent.E.Glass@GMail.com

CAREER SUMMARY:

Creative and analytical person with several projects of film experience. Highly motivated and driven to obtain a full understanding of film projects from both the creative and business perspectives.

WORK EXPERIENCE: Payroll Clerk / Onboarder / AP Clerk / 1st Accountant Assistant

THE BIKERIDERS - Disney / 20th Century Studios / New Regency - July 2022 - January 2022

TURTLES ALL THE WAY DOWN - Warner Brothers / New Line Cinema - March - July 2022

WRONG TURN - Constantin Film / Saban Films - August - October 2019

- Completed all tasks in accordance with the respective studios accounting manual and policies.
- Communicated with all project members to onboard them in an effective and timely manner.
- Maintained and organized financial records and legal documents for cast and crew, ensuring all physical and electronic documentation is accurately and appropriately signed and filed.
- Facilitated timely payment of extras by coordinating with the AD department, using payroll services such as EMS and RABS.
- Maintained an accurate and up to date payroll bible for accounting and post-accounting use.
- Demonstrated ability to efficiently learn and effectively utilize new systems such as DPO, PSL+, Studio+ and Cashed.
- Assisted with crew timecard preparation according to Greenslate and IATSE guidelines.
- Familiar with navigating Paymasters for accurate union pay rates.
- Familiar with navigating budgetary documents to code crew members effectively.
- Documented and reconciled general accounts and production expenses.
- Created asset lists for accounting and production.
- Effectively communicate with project members on the nuances of union matters.
- Assisted cast managers and agents in obtaining Ohio Loan-out Corporation documentation.

SKILLS:

- Very strong Microsoft Suite skills especially Excel.
- Strong attention to detail and accuracy.
- Excellent problem-solving skills.
- Ability to work independently and as part of a team.
- Possesses strong analytical and research skills.

REFERENCES:

- Amanda Hebebrand - 440.570.7545 - A.Hebebrand@gmail.com
- Lindsey M. Page - 504.655.8209 - LindseyMPage504@gmail.com
- Brittney McPherson - 919.930.0427 - BrittneyLMcPherson@gmail.com
- William E. Wingate III - 502.494.0852 - Bill@Wingate.us

OTHER ACCOUNTING WORK:

Macy's Inc. - Corporate Staff Accountant | 26th January, 2015 - 1st September, 2016

Fujitec America Inc. - Corporate Staff Accountant | 25th May, 2012 - January, 2015

EDUCATION:

2007 - 2011 | Bowling Green State University, OH BSBA in Finance