

Sarah Jane Jacobs

Production Accounting Clerk/Assistant

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Skills

- Exceptional Organization
- Superior Attention to Detail
- Approachable Personality
- Resourceful
- Independent
- Type 50 WPM and ten key
- Dependable
- Strive for Efficiency

January 10-11, 2015 - Attended Film Accounting 101

Two day workshop hosted by John Gaskin. Introduced to Ease Production software and multiple facets of film production accounting, including but not limited to;

- ❖ Basic Introduction to Film Production
- ❖ Overview of production accounting requirements
- ❖ Explained Budget and its importance
- ❖ Explained Cost Report and its importance
- ❖ Petty cash coding
- ❖ Purchase order procedures
- ❖ Check request procedures
- ❖ Much, much more

February 7-8, 2015 - Attended U.S. Payroll Workshop

Two day workshop hosted by John Gaskin extending the information learned from our previous workshop with a focus on payroll accounting for film and TV production.

- ❖ Practiced filling out lots and lots of timesheets!

Accounting Assistant/Receptionist/Office Manager - 9/2013-Present

TIG Real Estate Services

- Data entry for Accounts Payable weekly – over 20 properties
 - Review to make sure coding complete/accurate
- Enter cash receipts daily/weekly as needed; Multiple properties
- Accounts payable research- reconciliation – obtain W-9 information
- Answer phones; transfer calls accordingly. Greet visitors in friendly manner
- General office maintenance; keep clean, organized, order supplies
- Complete bank reconciliations as needed; enter charges for tenants

Accounting Assistant/Personal Assistant/Receptionist-4/2012-5/2013

PanOptis, LLC

- Answer phones; direct as appropriate
- Multiple accounting duties
 - Credit card reconciliation
 - Customer invoicing; payment applications; account reconciliation
 - Bank reconciliation; research discrepancies

Bookkeeper/Office Manager -2/2012-2/2012

Tom Thumb Grocery

- Daily cash reconciliation; Considered Daily over/short
- Completed weekly reconciliation for cash office
- Managed several employees; Mentor and example of customer service skills