

Jessica Cottle

1205 Preservation Way
Wilmington, NC 28405
(407) 427-4814
Jecpayroll@outlook.com

EXPERIENCE

Filmwerks, LLC

Rocky Point, NC – Finance Team Support

July 2023-November 2023

Reorganized filing system. Trained the new accounts payable clerk on posting invoices and journal entries. Worked on several specialized projects, including tracking 1099 payments for end of year distributions. Assisted with accounts receivables billing and completing purchase orders for various departments.

Viacom Studios, “Teen Wolf Movie”

Remote Work — Crew Payroll Accountant

Feb 2022 - Aug 2022

Onboarded all crew members and digitally processed payroll using EP's Smart software suite. Tracked and posted payroll invoices utilizing SmartAccounting. Maintained crew payroll email and provided regular crew education for prompt payroll processing.

Disney Studios, “Ultraviolet Black Scorpion”

Remote Work — Payroll Clerk

Sept 2021 – Dec 2021

Organized and maintained preexisting crew payroll email. Used SmartVoucher to digitally process extras and tracked invoices for AP processing.

Netflix Productions, LLC “Colin in Black & White”

Remote Work - Payroll Clerk

Nov 2020 - April 2021

Created and maintained all crew and cast members personnel and payroll files using Google Drive in addition to tracking and approving payments for extras while utilizing EMS Digital Voucher program.

EDUCATION

UNCW, Wilmington, NC — B.S.B.A Business Administration, Finance and Operations Management Concentration

August 2001- December 2005

Southern Wayne High School, Dudley, NC — High School Diploma

Aug 1997 - May 2001

Software Proficiency

Smart Accounting
SmartTime Fenix
SmartStart
SmartTime Mobile
EP Scenchronize
EP VPO
SmartVoucher
EMS Digital Vouchers
CASHét
PSL+
Adobe Acrobat
Microsoft Office Suite
Microsoft Dynamics 365
Microsoft Teams
Quickbooks
Google Drive
Google Docs & Sheets
EMS Digital Voucher System
Dropbox
KW Command & KV Core CRM
DigiSign
DocuSign
DotLoop
SQL Server
10-Key