
PAYROLL EXPERIENCE

PAYROLL ACCOUNTANT

January 2024 – September 2024

WIIP PRODUCTIONS LLC / AMAZON

"THE SUMMER I TURNED PRETTY" – SEASON 3

Wilmington, NC

- Processed all SAG timecards in Showbiz SAG-AFTRA software, reviewed edits and released for payment.
- Processed (200+ personally of 330+ total) crew timecards and adjustments in EP Smart Time for shooting crew & ATL.
- Supervised (1) Assistant with processing Off Production timecards and (1) Clerk with processing Extras/Background.
- Reviewed all payroll coding, posted invoices in EP Smart Accounting, and processed payroll journal entries as needed.
- Review and submit corrections for the Production Reports.
- Reviewed and approved all digital start work.

PAYROLL ACCOUNTANT

October 2023 – December 2023

RADICALLY INSPIRED LLC

"SOUL ON FIRE" - FEATURE

St. Louis, MO

(Remote From Chicago, IL)

- Created/Sent digital Start Work using Greenslate and verified I-9s.
- Processed (150+ total) all ATL & BTL timecards in Greenslate.
- Reviewed all payroll coding, posted invoices and processed payroll journal entries as needed.

PAYROLL ACCOUNTANT

July 2023 – December 2023

FLYOVER ATTRACTIONS

"FLYOVER CHICAGO"

Chicago, IL

- Processed SAG timecards in Showbiz SAG-AFTRA, review edits and release for payment.
- Processed (100+ total) crew timecards using The Team Companies (TTC) for all crew (except DGA went to Cast & Crew).
- Processed all Background Vouchers.

ADDITIONAL PAYROLL ACCOUNTANT

April 2022 – December 2022

LIONSGATE / STARZ

"POWER BOOK IV: FORCE" – SEASON 2

Chicago, IL

- Processed SAG timecards in Showbiz SAG-AFTRA software, reviewed edits and released for payment.
- Processed (250+ personally of 500+ total) crew timecards in EP Smart Time for shooting crew.
- Reviewed and submitted corrections for the Production Reports.

PAYROLL ASSIST / POST PAYROLL ACCT

October 2021 – March 2022

DISNEY

"CHANG CAN DUNK" – FEATURE

Connecticut/New York

(Remote From Chicago, IL)

- Processed (150+ personally of 300+ total) crew timecards and adjustments in EP Smart Time for Shooting Crew.
- Reviewed and Posted Payroll invoices in Smart Accounting and processed payroll journal entries when needed.
- Took over as Post Payroll Accountant in wrap.

PAYROLL ASSISTANT

November 2020 – October 2021

LIONSGATE

"POWER BOOK IV: FORCE" – SEASON 1

Chicago, IL

- Processed (225+ personally of 500+ total) crew timecards and adjustments in EP Smart Time for shooting crew.
- Supervised clerk with processing of Background/Extras Vouchers.
- Reviewed and submitted corrections for the Production Reports.

PAYROLL ASSISTANT

September 2020 – November 2020

WARNER BROTHERS

"THE BATMAN" – 2ND UNIT/CHICAGO - FEATURE

Chicago, IL

- Assisted in processing crew timecards using Cast & Crew Hours Plus & manually entered Covid Tests & Pass Card stipends.
- Processed Police/FSO start work and timecards manually.

PAYROLL ASSISTANT

February 2020 – April 2020

20TH CENTURY FOX TELEVISION

"THE BIG LEAP" – PILOT

Chicago, IL

- Created digital Start Work to send to crew and verified I-9s.
- Processed crew timecards in Prep using Showbiz for Grip, Electric, Construction, Transportation, Set Decoration.

PAYROLL ASSISTANT

June 2019 – April 2020

20TH CENTURY FOX TELEVISION

"EMPIRE" – SEASONS – FIVE & SIX

Chicago, IL

- Processed crew timecards in Showbiz for Off Production, check Edits, release payments.
 - Processed all Background/Extras Vouchers for payment and report daily hot costs to Production Accountant.
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