

Barbara Karen

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Work Experience

Freelance Account Manager/Production Accountant

10/2004 - Present Self Employed, NJ - clients in New York, NY/Los Angeles, CA/Nashville, TN

- ~ Production accounting for film and television industry clients, including generating cost reports and monitoring budgets up to \$30M, establishing bank/credit card accounts, obtaining production insurance, maintaining reports and payments to the various unions.
- ~ Corporate accounting for overhead production companies, including generating monthly cash flows, bank reconciliations and overhead invoicing.
- ~ Perform various bookkeeping tasks daily at various client sites and/or at home office
- ~ Organize and establish structure for new clients with little or no former bookkeeping assistance
- ~ Maintain clients' payroll in-house or through outside vendor
- ~ Prepare various state sales tax returns
- ~ Create accounts receivable invoices for client businesses
- ~ Analyze road reports and prepare financials for music industry clients whom are currently on tour
- ~ Handles daily bookkeeping/accounting for music industry clients on domestic and/or foreign tour, including working with tour manager on budget and costs, analysis of road reports and processing payroll
- ~ Thoroughly maintain clients' payables
- ~ Monitor clients' various bank and investment accounts
- ~ Generate year end tax forms including: W2's and 1099's
- ~ Work with tax accountant for preparation of annual tax returns
- ~ Trains new and/or inexperienced employees in accounting software
- ~ Occasional travel with client to act as on-site bookkeeper
- ~ Maintain exceptional client relationships

Bookkeeper

6/2000 - 10/2004 Silverman Linden Johnson LLP, New York, NY

- ~ Perform various bookkeeping tasks daily at various client sites
- ~ Organize and establish structure for new clients with little or no former bookkeeping assistance
- ~ Maintain clients' payroll in-house or through outside vendor
- ~ Prepare various state sales tax returns for merchandising clients
- ~ Create accounts receivable invoices for client businesses
- ~ Thoroughly maintain clients' payables
- ~ Monitor clients' various bank and investment accounts
- ~ Generate year end tax forms including: W2's and 1099's
- ~ Trains new and/or inexperienced employees in QuickBooks and Quicken
- ~ Occasional travel with client to act as on-site bookkeeper
- ~ Maintain exceptional client relationships

Bookkeeper/Assistant Account Manager

3/1999 - 6/2000 Provident Financial Management, New York, NY

- ~ Maintained payroll and coordinated quarterly tax preparation for clients' multiple businesses
- ~ Monitored clients' bank accounts and budgets
- ~ Recorded and monitored music industry client tour expenses
- ~ Paid clients' bills in a timely-fashion
- ~ Maintained exceptional client relationships

Skills

Accountant's Trial Balance (ATB) Datafaction Microsoft Office software QuickBooks Quicken
Visual Max EP-Vista EP Budgeting MediaWin MediaWeb Google Apps DropBox

Other

I am approved for production accounting by Film Finances.

References Available Upon Request