
Kimberly Dixon

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Member IA871

Work Experience

Payroll Accountant

Various Viacom|Paramount+ Shows/Freelance

April 2022 to Sept 2024

- Process up to 200+ timecards weekly for production staff (IA/Teamsters/DGA/non-union)
- Perform light accounting clerk duties
- Process onboarding paperwork for new production staff

Production Assistant Accountant

Bunk'd S6/Disney|IALP INC/Freelance

August 2021 to December 2021

- Process invoices weekly
- Setup vendors for shows
- Code and enter invoices
- Resolve invoice discrepancies with vendors
- Code & enter purchase orders weekly
- Matched purchase orders to invoices
- Process up to 200+ timecards weekly for production staff (IA/DGA/non-union)
- Process onboarding paperwork for new production staff
- Process up to 100 timecards for background/extras weekly
- Process onboarding paperwork for new background/extras

Production Assistant Accountant

Media Services/Cast & Crew - Los Angeles, CA

April 2012 to May 2020

- Assist in accounting duties for numerous shows, process and pay invoices, process payroll for production staff
- Process 100+ invoices weekly
- Setup vendors for shows
- Code and enter invoices
- Process check runs/cut checks
- Resolve invoice discrepancies with vendors
- Code & enter purchase orders 100+ weekly
- Matched purchase orders to invoices
- Performed bank reconciliations
- Reconcile/Pay credit card statements for numerous departments
- Process 1099's at end of year

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- Process up to 200+ timecards weekly for production staff depending on show size (union/non-union)
 - Process onboarding paperwork for new production staff
 - Process up to 100 timecards for background/extras weekly depending on show size
 - Process onboarding paperwork for new background/extras
 - Perform light accounting clerk duties depending on show size
 - Perform daily Hot Cost for lead accountant

Cashier

Smart and Final - Los Angeles, CA

December 2008 to March 2012

Process customer's transactions.

Education

Some College in Chemistry/Science

Santa Monica College - Los Angeles, CA

Skills

- Microsoft Word * POS * Mac OS Proficient * Mediaweb/MediaWin Software * PSL Software * Microsoft Excel * Data entry
Typing * PC Proficient * Showbiz Timecards Software * Start + * Studio + * PSL + * DPO * Smartstart * SmartTime
*SmartAccounting * Slack * Dropbox*Sargent Disc