



Job Listing: Production Accountant

Department/Group: VICE Virtue

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

The Production Accountant will work with Sales, Virtue, and Production, and will work with managers in these departments. He/she will report to the head of Virtue and a team of financial representatives. The Production Accountant will have the following roles and responsibilities:

Roles and Responsibilities:

- Tracking and actualizing multi-million dollar project budget
- Generating weekly reports of actual vs. budget
- Maintaining detailed cost books
- Together with Account Director, acting as gatekeeper for all project spending
- Liaising with employees across Event and Content Production, Marketing, Project Management, Editorial, and PR, to ensure that all project spending is tracked
- Working with Accounting to ensure that invoices are processed and paid in a timely fashion

Qualifications and Experience:

- Three years of project accounting experience in film or event production accounting
- Background and knowledge in production planning, execution, costing a must
- Experience tracking and actualizing multi-million dollar budgets
- High proficiency with Excel
- Experience using purchase order systems
- Experience using time tracking systems
- Experience in tracking flow of project spending, from date of purchase to date of payment
- Undergraduate degree, preferably in business or a related field

HOW TO APPLY

Send a detailed cover letter and resume with **salary requirements** by email to vicecareers@vice.com. Reference "Production Accountant" in the subject line or by mail to:

Human Resources Department
Attention: Production Accountant
99 North 10th Street, Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please. EOE