

Jocelyn D. Shegog, CAP-OM

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SUMMARY

Energetic, motivated, and detail-oriented Accounting Professional with administrative, accounts payable, payroll, auditing and project management skills in various business industries. Ability to perform under pressure, organizational skills, excellent communication techniques, multi-task, meet timely deadlines and budgetary goals.

Provide support to unions, producers, crew, payroll coordinators

QUALIFICATIONS

- Media Services, CAPS, Indie Pay, EP, Cast & Crew, ABS & Greenslate software
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook),
- Able to perform under pressure, multi-task and meet deadlines
- Excellent Analytical & Organizational Skills, Rebate Submission experience

PROFESSIONAL EXPERIENCE

- Fairwood S02 - Production Accountant May 2023 - Dec 2023
Producer – Meaghan Schaetzle meghan@metropolitantv.net (818) 731-3319
UPM – Taylor Mullins taylorLmullins@gmail.com (405) 659-8231
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- SNAG - Production Accountant Jan 2022 - Mar 2022
UPM – Tara Tovarek shipoil@gmail.com (323) 788-8995
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- Sugar Plum Twist - Hallmark Production Accountant Oct 2021 - Dec 2021
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- UPM – Molly Mayeux mollymayeux@gmail.com (323) 314-4393
- Paradise Highway – Paradise Highway, LLC Production/Payroll Accountant May 2021 - Sep 2021
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- UPM – Paige Billiot plbilliot@gmail.com (702) 807-3260
- Shattered – Shattered & Shattered Again, LLC Assistant Accountant Mar 2021 – May 2021
- Enter financial transactions for purchase orders, invoices, payroll, and petty cash

- Print, process and distributed weekly check run for payroll and accounts payable
 - Assisted Key Acct as needed
- UPM – Kim Barnard kimbarnard@me.com (903) 466-1665
- Unbreakable Boy – Kingdom Story Company Assistant Accountant Dec 2020 – Jan 2021
- Enter financial transactions for purchase orders, invoices, payroll, and petty cash
 - Print, process and distributed weekly check run for payroll and accounts payable
 - Assisted Key Acct as needed
- UPM – Paige Billiot plbilliot@gmail.com (702) 807-3260
- Reagan – Rawhide Pictures, LLC Payroll Accountant Aug 2020 – Dec 2020
- Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Print, process and distributed weekly check run for payroll and accounts payable
 - Assisted Key Acct as needed
- UPM - Nathan Gardocki nathan.gardocki@gmail.com (405) 822-0544
- IKÉ Boys – IKÉ Boys, LLC 1st Assistant/Payroll Accountant Dec 2019 - Feb 2020
- Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Print, process and distributed weekly check run for payroll and accounts payable
 - Assisted Key Acct as needed
- UPM – Kim Percival kim6267@aol.com (818) 802-6916
- Asking for It – Asking for It, LLC Production Accountant Oct 2019 - Dec 2019
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- UPM – Kim Percival kim6267@aol.com (818) 802-6916
Post Accountant – Jerry Lambert prodaccguy@gmail.com (818) 470-1393
- Body Brokers – Broker Film, LLC Production Accountant Jul 2019 - Sep 2019
- Enter financial transactions for purchase orders, invoices, payroll, petty cash and journal entries
 - Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Monitor budget, prepare and issue weekly cost reports and file maintenance
 - Print, process and distributed weekly check run for payroll and accounts payable
- UPM – Kim Percival kim6267@aol.com (818) 802-6916
- Minari Assistant Payroll Accountant Jul 2019 - Aug 2019
- Collected start paperwork, timecards, grossed timecards and resolved inquiries
- UPM – Josh Bachove jab7784@gmail.com (917) 805-2494
- The Mustard Seed Art Coordinator Aug 2018 - Oct 2018
- Prepared and submitted vendor invoices, vouchers and check requests, petty cash and credit card charges
 - Administrative and customer service tasks as assigned
 - Point-of-contact for audit inquires & provide resolution for vendor issues
- Art Supervisor – Colin Warde cwarde@gmail.com (405) 742-6807
- The Bygone, LLC Payroll Accountant Oct 2017 - Dec 2017
- Collected start paperwork, timecards, grossed timecards and resolved inquiries
 - Print, process and distributed weekly check run for payroll
 - Point-of-contact for payroll
- UPM - Nathan Gardocki nathan.gardocki@gmail.com (405) 822-0544

