

JOVEN TOLENTINO

PRODUCTION ACCOUNTANT

✉ jvn.tolentino@gmail.com

☎ 917-754-8764

EDUCATION

CUNY HUNTER COLLEGE

Bachelor of Arts, English

2014

SKILLS

- Experience with PSL, SMART Accounting, and Global Vista accounting softwares
- Proficiency in MS Word, Excel, and Adobe Acrobat
- Highly organized on digital filing services

EXPERIENCE

TRULY ORIGINAL LLC (FORMERLY ORIGINAL MEDIA LLC)

Lead Production Accountant

8/2016-2/2023

- Review of edit lists for Accounts Payable invoices and journal entries, ensuring correct coding for cost accounts were entered prior to posting
- Printed and audited AP checks for production finance, ensuring all appropriate approvals and signatures were present in order to deliver them to their respective productions in a timely manner
- Distribution of monthly production credit card statements to cardholders for reconciliation
- Bi-weekly generation and distribution of cost reports to Line Producers of multiple productions, EIC's, Controller, and Vice President of Production in order to advise and modify ETC's and EFC's
- Completion and submission of Production Set-up Orders for Cast & Crew PSL3
- Budget amount/approved overage entry and uploading
- Production bank reconciliations
- Addressed vendor concerns involving invoice discrepancies and payment issues

Production Accounting Assistant

6/2015-8/2016

- Acted as support for lead production, payroll, and corporate accountants
- Processed Accounts Payable, petty cash/PCard reconciliations, and purchase orders through PSL3 and EP Global Vista
- Audited petty cash and PCard envelopes to ensure expenses were valid and proper documentation was present
- Tracked purchase orders to match with corresponding invoices
- Secured appropriate approval signatures to ensure timely processing of AP invoices
- Sorted and assembled printed checks to corresponding approved invoices and reconciliations
- Organized and maintained AP filing