

# MARY GRACE BATTISTELLA

(647) 404-5272

mgbellaproductions@gmail.com

## Work History

- JETT SEASON 1 – HBO** **2018 Aug 27-Dec 15**  
**2ND ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: SHEILA WOODLEY/CATHERINE CURRIE)**
- ◆ AP – Managing Purchase Order files & Digital Purchase Order system
  - ◆ AP – Invoice Coding & Data Entry
  - ◆ AP – Cheque Printing
- TITANS SEASON 1 – WARNER BROS** **2018 Mar 5-Aug 17**  
**2ND ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: KAREN DE MONTBRUN)**
- ◆ AP – Managing Purchase Order files
  - ◆ AP – Invoice Coding & Data Entry
- LOCKE & KEY SEASON 1 – HIGH PARK/LOCKE & KEY PRODUCTIONS** **2018 Jan 17-Mar 2**  
**2ND ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: KIM KILLAM)**
- ◆ PC – Auditing / Coding
  - ◆ PC – Global Vista Data entry
  - ◆ PC – Safe Daily Balance
  - ◆ PC – Reconciliation Weekly report
  - ◆ AP – Coding / Distribution Changes / PO logging
- UMBRELLA ACADEMY – NBC UNIVERSAL** **2017 Dec 6-2018 Jan 17**  
**2ND ASSISTANT ACCOUNTANT - TRANSPORT TRACKER (PRODUCTION ACCOUNTANT: LEANNE SEAL)**
- ◆ PR – Timesheet submissions for Transport Department
  - ◆ Purchase Orders – Submit/Track
  - ◆ PC Reports
- THE WIDOW - FEATURE - TAKE 5 PRODUCTIONS & INDEPENDENT** **2017 Oct 23-Nov 27**  
**3RD ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: KIM KILLAM)**
- ◆ AP – Petty Cash auditing, coding, entering into Global Vista.
  - ◆ AP – Matching Invoices with corresponding Purchase Orders, coding, entering into Global Vista.
  - ◆ AP – Collating Cheques with Invoices for final signatures.
  - ◆ AP – Scan and upload to Scenechronize all AP documents – AP Cheques/PC/CACHET.
  - ◆ AP – Maintaining PO Log.
- CONDOR - TV SERIES - TAKE 5 PRODUCTIONS & MGM & SKYDANCE MEDIA** **2017 Sep 13 - Oct 20**  
**2ND ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: JOANNE BARRINGTON)**
- ◆ AP – Prepare Petty Cash Reports
  - ◆ AP – Matching Invoices with corresponding Purchase Orders.
  - ◆ AP – Collating Cheques with Invoices for final signatures.
  - ◆ AP – Scan and upload to Scenechronize all AP documents – AP Cheques/PC/CACHET.
  - ◆ AP – Maintaining PO Log.
- CONDOR - TV SERIES - TAKE 5 PRODUCTIONS & MGM & SKYDANCE MEDIA** **2017 April 17 - Sep 12**  
**TRANSPORT TRACKER – 3<sup>RD</sup> ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: JOANNE BARRINGTON)**
- ◆ Tracking and organizing Purchase Orders / Invoices on digital Excel spreadsheet and hard copy.
  - ◆ Maintaining Vehicle Collision and Damage Log and associated Files.
  - ◆ PAYROLL – Cast & Crew OnTime program: Enter daily times from Transport Crew DPR – checking for proper codes and upgrades / Transferring Daily entries to TimeCards for weekly Payroll.
  - ◆ AP – Data Entry of coded Invoices into PSL3 program.
  - ◆ AP – Prepare Petty Cash/P-Card Reports and do preliminary audit of GST/PST totals for Transport Crew.
  - ◆ AP – Enter and code directly to Cachet program.
  - ◆ AP – Scan and upload to Scenechronize all AP documents – AP Cheques/PC/CACHET.
  - ◆ AP – Maintaining PO Log.
- THE BACHELOR CANADA III - REALITY TV SERIES - ITM PRODUCTIONS** **2017 March-April**

**ACCOUNTING ASSISTANT**

- ◆ PC - Auditing
- ◆ AP/PC - Coding/ Global Vista - data entry Invoices, Purchase Orders, Petty Cash

**THE STRAIN SEASON 4 - TV SERIES - FX****2017 February - March****ACCOUNTING TRAINEE**

- ◆ AP – Purchase Orders Logging/Invoice matching
- ◆ PR – File and prepare cheques

**AMERICAN GODS - TV SERIES - FREMANTLE MEDIA****2016 April – 2017 Jan****TRANSPORT TRACKER – 3<sup>RD</sup> ASSISTANT ACCOUNTANT (PRODUCTION ACCOUNTANT: DONNA DEMERS)**

- ◆ Tracking and organizing Purchase Orders on Excel spreadsheet and hard copy.
- ◆ Maintain Vehicle Collision & Damage Log and files.
- ◆ Prepare drivers timesheets.
- ◆ AP - Global Vista – Audit / Enter Invoices

**GEP HEROES REBORN - TV SERIES - NBC****2015 August - September****DGC GAP ACCOUNTING TRAINEE – PART-TIME CONTRACT (PRODUCTION ACCOUNTANT: MARR MORGAN)**

- ◆ AP - Managed the detailed Optimis paperless logging system; organized Canadian and American Invoices and Purchase Orders, updated Excel spreadsheet, boxed up and mailed via UPS.
- ◆ PR - Calculated Vouchers.

**GEP DEFIANCE 3 - TV SERIES - NBC****2015 January - May****DGC GAP ACCOUNTING TRAINEE – CONTRACT**

- ◆ AP – Gas Card tracking
- ◆ PC – Auditing / Cashier Auditing
- ◆ Managed the detailed Optimis paperless logging system; organized Canadian and American Invoices and Purchase Orders, updated Excel spreadsheet, boxed up and mailed out on a weekly basis, via UPS.
- ◆ PR – organizing and filing Deal Memo's and all associated documents needed, Ontario residency, Health and Safety certificate and address verification.

**ROGERS BROADCASTING / Citytv / Omni Television****2002 – 2013****SUPERVISOR, MEDIA OPERATIONS**

- ◆ Managed a team of 8 in video archiving and retrieval for Citytv and Omni Television – ensured full staff coverage to support 7 days a week/24 hours of operation including ensuring vacation allotment for all staff.
- ◆ Purchased video and XDcam tape formats ensuring optimal inventory levels within the departmental budget totaling close to \$100,000 a year.

**Education & Professional Development**

**EP Canada Global Vista Level 1&2 Training** -- Toronto, ON  
**DGC Payroll Level 2 Training** – Toronto, ON  
**Guild Apprenticeship Program, Accounting** - Directors Guild of Canada  
**CPR / First Aid Course** – St. John Ambulance, Burlington Branch

**Skills****Microsoft Office:**

Proficient in: Global Vista / Vista5 Accounting / Smart Accounting / Cast & Crew  
 OnTime Payroll / PSL3 AP / Excel / Word.

**Community Involvement / Hobby**

**Volunteer** – Habitat for Humanity Halton  
**Hobby** - Archery / Painting / Films