



RACHELLE LEWIS TALENT

Animation - VFX - Virtual Production
rachelelewis.com

Position: BOOKKEEPER

Location: LOS ANGELES - Remote

Contract: STARTS ASAP

Contact: [lauren@\[rachelelewis.com](mailto:lauren@[rachelelewis.com)

RLT is a recognized global leader in animation and vfx talent acquisition. We have over 25 years of experience originating from our work at top-tier Hollywood studios. Our clients hire our firm to assist in their talent acquisition needs (we are not your ordinary recruiters nor are we "headhunters").

We are working with a cutting-edge Virtual Production company in Los Angeles and seeking a **Bookkeeper**. This is a seriously badass group that bridges physical and virtual worlds creating awe-inspiring and unforgettable live immersive events, installation experiences, and virtual production for film and television. Fantastic opportunity, don't miss this one.

JOB SUMMARY

Supports CFO and COO in timely maintenance of project-specific and organizational bookkeeping, with a specific focus on real-time job costing and validation of production budgets, maintenance of expense software, regular expiration of reports for executives, and other administrative support duties as required. Will also interface with external accounting firm and tax advisors.

RESPONSIBILITIES

- Daily coding of transactions at the organizational and job level for multiple high-volume jobs simultaneously
- Support CFO in maintenance of AR/AP accounts, including initiating transactions against approved budgets or as requested
- Support employees and contractors with expense reports and invoicing according to company protocols
- Thorough understanding of basic accounting principles and accounting cycle
- Broad accounting software skills (must be adept in Quickbooks Online and Microsoft Excel/Google Sheets with working knowledge or ability to quickly learn Gusto, [Bill.com](https://www.bill.com), and Dext or Expensify)

QUALIFICATIONS

- 4+ years bookkeeping experience in an entertainment company or creative agency environment (experience with live events a big ++)
- Bachelor's degree in finance, accounting, business, or related field

- Extremely detail oriented with an ability to stay organized in a high-volume environment

If you are interested in talking about this excellent opportunity, please respond and include your resume.

If you fit the client's criteria, the next steps include signing an NDA (client's request) and setting up a time for us to chat.

If you're interested in talking about this excellent opportunity, please send your resume to **lauren[@]rachelelewis.com**.

If you fit the criteria, the next step would be setting up a phone or zoom where we can give you the full download after signing an NDA (requested by the client).

Thank you - <http://rachelelewis.com/>

Contact: lauren[@]rachelelewis.com with resume if interested.

RLT is an employer-paid talent acquisition company; there is never a fee to candidates