

DANNA AZEVEDO-BONNER

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646-226-0487

Project Finance Coordinator

Freelance (various)

Jan 2017 - Present

Aug 2005 - March 2008

- Work with private/professional clients assisting with A/P, A/R, job costing and budgeting.
- Provide assistance with financial, timesheet and end of year tax reporting, project cost management and overall production finance assistance
- Bookkeeping

Production Accountant

Adams & Associates, Rohnert Park, CA

January 2018 - August 2018

- Created and reviewed estimates with Project Managers. Opened billable jobs upon estimate approval
- Collected all job costs including outside vendor invoices and IC timesheets and prepared client invoices (draft and final) at show's end
- Monitored all P.O.s throughout project, approved vendor payments and followed up on non-payment when necessary
- Maintained job cost files with all supporting data. Ran various staff time and expense reports
- Reconciled actual job cost results to initial budgets and explained variances
- Worked closely with project management to improve cost tracking system
- Researched new company wide system for all show/project needs; opening jobs, estimating, time tracking, billing, vendor and IC maintenance, A/P and A/R

Sr Accounting Associate

Tarlson & Associates, San Francisco, CA

December 2014 – October 2016

- Customized and ran client financial reports. Updated monthly financial data in Quickbooks, Quicken and Excel.
- Entered client banking information and reconciled bank accounts on a monthly basis. Made bank deposits
- Prepared 1099, 1098, 1096 tax forms for clients in ProSeries
- Primary preparation of individual and non-profit corporate tax returns
- Ad hoc duties as necessary

Bookkeeper

Aldea Home + Baby, San Francisco, CA

December 2010 – February 2013

- Solely responsible for management of payments to all company vendors using QuickBooks. Reviewed, input and coded invoices after obtaining proper approval
- Improved existing A/P processes by communicating extensively with staff and vendors regarding invoice accuracy and timely submission
- Reviewed corporate credit card expenditures and approved employee expenses. Reconciled company credit cards and bank accounts
- Approved and processed staff and freelance payroll on a bi-weekly basis
- Responsible for generating and customizing weekly financial reports for management review
- Created and implemented budget tracking and cash expense reports in Excel
- Preparation of quarterly/yearly tax filings for business and employees

- Maintained all hard and e-copies of vendor, contractor and employee information including tax forms, contracts, invoices and insurance policies. Set up all vendors in system
- Met monthly with offsite CPA to review financial information of company and resolve any issues

Production Finance Coordinator

Budd Studio, New York, NY

June 2008 – October 2010

Managed both finance and production functions at an independent production company specializing in commercials, videos and industrials

- Created proposals and administered budgets with Producer for each project upon green light
- Managed costs from inception through completion, and reviewed requests for additional spending based on detailed scrutiny of available funds and parameters of projects. Issued and monitored POs
- Prepared and analyzed actuals to estimate variation reports at end of projects to show profitability and effectiveness of crew
- Approved and processed check requests throughout lifecycle of projects as well as crew and final client invoices upon project completion. Reconciled petty cash accounts. Maintained all project, vendor and crew files
- Acted as liaison between Budd Studio and clients to dispense time critical financial and production information to all parties

Production & Business Manager

JQ Loves U, New York, NY

March 2008 – March 2010

Bookkeeper and coordinator of daily business operations. Communicated with vendors, customers, and co-workers regarding payments, product, and comprehensive daily work flow

Client Project Accountant

digital@JWT, New York, NY

October 1999 – June 2005

Implemented new successful processes for billing, account reconciliation/maintenance and project workflow. Introduced a new production finance system that fundamentally improved time tracking, estimate creation, job openings and client billing

- Tracked time, approved all vendor invoices, and ran daily financial/production status reports. Also aided in budgeting, forecasting, and revenue recognition
- Created and approved all production estimates based on project parameters and client budget. Supervised 6-8 Project Managers in adhering to their estimates and reviewing costs, effectively reducing overages for the division. Opened, maintained, and closed all digital production jobs. Monitored and approved timesheet submittals and all expenses to projects
- Actualized and billed all projects after running weekly detailed actuals to estimates reports and meeting with Project Managers
- Closely monitored A/R and followed up with Account Managers and clients on aged balances. Assisted in month/year end close with agency finance team
- Met weekly with Director to assess financial status of all open projects
- Provided exclusive confidential communication between online production and finance departments

EDUCATION

Bachelor of Liberal Arts, University of Massachusetts, Boston