

Venus Moses

Accounting & Payroll Clerk

Los Angeles, CA

venuslyfe@outlook.com

310-497-0143

Work Experience

Production Secretary

Westworld- HBO Max - Los Angeles, CA

July 2021 to July 2021

- Assisted production department
- Verified location contracts, submitted for approvals
- Remote

Accounting Clerk

Shrink Next Door - Apple TV+ - Beverly Hills, CA

October 2020 to July 2021

- Assisted accounting department
- Matched purchase orders and invoices
- Digitally filed - Check copies, ACH, and invoices
- Retrieve invoices from the A/Payables email inbox for processing
- Remote
- Adobe

Payroll Clerk

Euphoria S2 - HBO - West Hollywood, CA

February 2020 to October 2020

- Assisted payroll department
- Answered phones
- Obtained signatures for time cards
- Scanned & digitally filed start paperwork, time cards/check copies
- Worked at the studio and remotely
- Adobe

Payroll Clerk

Hollywood1 - Netflix Productions, LLC - Hollywood, CA

January 2020 to February 2020

- Assisted payroll department
- Answered phones
- Created & applied labels to folders
- Organized, pulled and re-sorted files
- Pulled A/P and payroll info insurance claims

Accounting Clerk / Payroll Assistant

Malibu Rescue-The Next Wave - Netflix Productions, LLC Pacific Bay Entertainment - Hollywood, CA
October 2019 to November 2019

- Opened, sorted and distributed mail
- Created files for cast & crew
- Obtained signatures for A/P invoice payments
- Scanned & filed check copies and invoices
- Scanned & e-filed start paperwork,time-cards/check copies

Accounting Clerk / Payroll Assistant

Birds of Prey - Warner Bros.Studios - Burbank, CA
August 2019 to September 2019

- Sorted, organized and filed A/P payments/checks
- Audited petty cash receipts-verifying purchases
- Updated and logged purchase orders
- Sorted ,organized and filed payroll checks
- Special projects as needed
- Data entry - PSL

Accounts Receivable / Accounts Payable

Freeman Beauty - Los Angeles, CA
2018 to 2019

- Created commercial invoices from sales orders
- Invoiced daily shipments-pulled daily details
- Emailed and mailed NON-EDI invoices
- Verified items shipped before invoiced
- Generated invoices - EDI customers
- Printed checks and attached invoices for payment
- Audit projects

Field Support Revenue Accountant

Korn Ferry International - Los Angeles, CA
2018 to 2018

- Ensured timely accurate engagement billing and validation
- Ensured timely direct expense billing
- Maintained client portals and uploaded billings to portals
- Processed manual invoices

Education

Training in PSL

Cast & Crew Entertainment Svcs - Burbank, CA
December 2019 to December 2019

Some College - Accounting/Business

Delgado College