

NIKELLE MACKEY

ASSISTANT ACCOUNTANT



SUMMARY

Nikelle possesses significant expertise as an Assistant Accountant, specializing in the management of film finances. Her proficiency in tackling the distinctive challenges of on-set accounting, particularly in the areas of rapid decision-making and effective problem-solving, has been instrumental in the successful realization of a wide range of projects.

EDUCATION

Ringling College of Art + Design
Bachelor of Art in Business of Art & Design
Additional coursework in Film and Production

SKILLS

Adaptability & Problem-Solving
Auditing & Research
Cash Flow Management & Cost Tracking
Cross-Team Collaboration
Communication Skills
Digital & Physical Filing
Experienced in Tax Incentives
Financial Management
Financial Reporting and Reconciliations
Multitasking
Payroll Processing
Petty Cash & PCards
Tax Incentives and 1099 Reporting

SOFTWARE & SYSTEMS

Accounting

Cashet PCards & Cashet Pay
Cast & Crew Digital PO
Cast & Crew PSL+
Cast & Crew Studio
EP Smart Accounting - Certified
EP Smart PO - Certified
EP SmartStart - Certified
EP SmartTime - Certified
Global Vista
Showbiz

Other

Adobe Acrobat // Creative Cloud
Excel
DropBox
EP Scenechronize - Certified
Gmail & Outlook
Google Drive
Microsoft Suite

EXPERIENCE

2nd - 1st Assistant Accountant | Contractor | Dallas, TX | 2019 - PRESENT

- Closely tracked funds, coding between multiple episodic and COVID budgets.
- Monitored expenses for film incentives across multiple film projects and states; including Texas, New Orleans, and New York
- Responsible for tracking and reconciling both Cashet and Petty Cash accounts.
- Managed distribution of cash allowances to both crew and cast members.
- Received and processed invoices and billing statement, matched against purchase orders
- Communicated clearly with Accountants, Vendors, Casting, HR, Payroll, and Teams.
- Organized and filed checks, W9s, Cashet reports, petty cash envelopes, and check requests.

Assistant Accountant | HBO INC & HBO MAX | The Colony, TX | 2022 - 2024

- Multitask and prioritize effectively across multiple development projects simultaneously.
- Generate numerous excel financial reports within specified deadlines for finance executives.
- Develop, improve, and foster operational effectiveness within HBO Development.
- Provide projections for anticipated funding for upcoming development projects.
- Provide support to the Payroll Accountant and Business Affairs department in all payroll-related matters.
- Review and analyze contracts, ensuring compliance with financial terms and obligations.
- Evaluate and execute comprehensive 1099 audits.

Production Secretary | Contractor | Dallas, TX | 2019 - 2020

- Supported the Coordinator and UPM by providing essential administrative assistance.
- Organized and maintained records, to ensure compliance with Texas Film Incentives regulations.
- Efficiently set up vendors and orchestrated timely deliveries for the office.
- Handled creating, budgeting, and filing of purchase orders for financial transparency and compliance.
- Managing sensitive and confidential information with discretion.

Office & Set Production Assistant | Contractor | Dallas, TX | 2017 - 2019

- Worked closely with Coordinators, Managers, and Department Heads to streamline production processes.
- Efficiently coordinated internal office projects, prioritizing tasks based on time sensitivity and organizational needs.
- Expertly managed petty cash funds, meticulously organizing and archiving receipts.
- Served as a clerical support, facilitating effective communication and between departments.
- Running general errands as required, including supply pick-ups and document deliveries.

I would be happy to give you references!

NOTABLE INDUSTRY HISTORY

2024 MAY - 2024 JULY	Assistant Accountant ADORE MATCHMAKING LLC <i>Film (A24)</i> Production Accountant: Meera Joshi // Line Producer: Taylor Shung
2022 MAY - 2024 MARCH	Assistant Accountant (Development & Payroll Assistant) HBO INC & HBO MAX <i>Prep/Post Accounting</i> Production Finance: Ryan Whan // Prep/Post Accountant: Rich Rivera // Payroll Accountant: Sean Nattini
2021 SEPT - 2022 MARCH	1st Assistant Accountant THE SENIOR <i>Feature (Wayfarer Studios)</i> Production Accountant: Carrie Wright // Line Producer: Ezra Venetos
2021 AUG - 2021 SEPT	1st Assistant Accountant PISTOL <i>Television (FX)</i> Production Accountant: Carrie Wright // Production Manager: Susan Kirr
2021 MAY - 2021 JULY	2nd Assistant Accountant THE PREMISE - SEASON 1 <i>Television (FX)</i> Production Accountant: Karen Spencer // 1st Accountant: Lori Wilson // Line Producer: Avram B. Kaplan
2020 FEB - 2021 MAY	2nd Assistant Accountant CRUEL SUMMER - SEASON 1 <i>Television (FreeForm)</i> Production Accountant: Vince Robinette // 1st Accountant: Carrie Wright // Line Producer: Nicole Colombie
2019 OCT - 2020 FEB	Production Secretary & Accounting Clerk LAST SUMMER - PILOT <i>Television (FreeForm)</i> Line Producer: Nicole Colombie // UPM: R. Kyle Hiemenz // Director: Max Winkler
2019 OCT	Set Production Assistant JIMMY KIMMEL LIVE BROOKLYN <i>Television (ABC LIVE)</i> Field Producer: Jamie Agin
2019 MAY - 2019 AUG	Assistant Accountant THE CHOSEN - 1B SEASON <i>Television (Miniseries)</i> Producer: Chad Gunderson; Chris Juen // UPM: Kerri Navarro // DP: Dallas Jenkins
2019 MARCH - 2019 APRIL	Set Production Assistant ENCORE! - 1ST SEASON <i>Television (Disney Plus)</i> Producer: Marcy Walton // UPM: Kyle Olson
2019 MARCH	Office Production Assistant TAKE 5 "ALWAYS TIME" <i>Commercial (PF100)</i> Director: Ricky Mabe // Producer: Barry Sonders // 1st Assistant Director: Joey Stewart
2018 DEC	Set Production Assistant RAM - Can't Remember <i>Commercial (Robert Howell Productions)</i> Director: Paul Nelson // Producer: Catherine Lopez // Director of Photography: Robert Howell
2018 NOV	Key Set Production Assistant PIZZA HUT <i>Commercial (Hypegirl)</i> Director: Ryan Bury // Production Manager: Andi Everdling
2018 NOV	Set Production Assistant BIOGRAPHY: FARRAH FAWCETT <i>Television (A&E)</i> Head of Production: Kristy Sabat // Production Manager: Kathy Williams
2018 OCT	Set Production Assistant MARRIAGE PACT (PILOT) <i>Television (A&E)</i> Producer: Abbey Wells // Production Manager: Kathy Williams
2018 OCT	Set Production Assistant JIMMY KIMMEL LIVE BROOKLYN <i>Television (ABC LIVE)</i> Field Producer: Jamie Agin
2017 DEC- 2018 MAY	Office Production Assistant QUEEN OF THE SOUTH - 3RD SEASON <i>Television (21st Century Fox)</i> Producer: Judd Rea // UPM: Sarah Donohue // 1st Assistant Director: John Jon Perez; Andi Budman
2017 DEC	Set Production Assistant FAST N' LOUD <i>Television (Pilgrim Studios)</i> Supervising Producer: Steve Korkis // Art Director: Zach Bangma
2017 AUG	Office Production Assistant CHEVROLET <i>Commercial (Supply & Demand)</i> Director: Sam Bayer // Producer: David Kemp // 1st Assistant Director: Jeremy Haak
2017 JUNE - 2017 OCTOBER	In House Studio/Production Assistant INVODO <i>Media Production Studio</i> Producers: Jennifer Manel; Jamie Napolitano
2017 MARCH - 2017 MAY	ADD'L. Set Production Assistant QUEEN OF THE SOUTH - 2ND SEASON <i>Television (21st Century Fox)</i> Producer: Judd Rea // UPM: Sarah Donohue // 1st Assistant Director: John Jon Perez; Dieter Busch

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