

# Sarah Fox

sarahfoxy@gmail.com | <https://www.linkedin.com/in/sarah-e-fox/> | +1 (801) 557-8626

## PRODUCTION ACCOUNTANT

Qualified and versatile professional with over 20 years of bookkeeping expertise, including payables, receivables, budgeting, and tax prep. Seeking a production accountant position to leverage my financial acumen, QuickBooks proficiency, and organizational skills for success and growth in a production accounting setting.

## PROFESSIONAL SKILLS

- Fully capable in QuickBooks for streamlined financial operations.
- Extensive experience with payables, receivables, and financial statements.
- Handled post-production accounting practices for several movies and television shows.
- Worked closely with Line-Producers to ensure budgets were maintained.
- Effective communication in online and remote environments.

## EXPERIENCE

### **Bookkeeper**

Fox Media Corporation

Jan. 2012–Present

- Plan multiple budgets and forecasting, contributing to strategic decision-making.
- Work with companies and studios to ensure accurate billing.
- Prepare monthly, quarterly, and annual financial reports with strong analytical skills.
- Collaborate with the tax team for accurate and timely tax filings.

### **Director of Social Media**

The Universal Settlement Coin

Mar. 2020–Aug. 2022

- Generated substantial engagement and interest within the cryptocurrency environment.
- Implemented innovative social media strategies to expand brand visibility.
- Analyzed key metrics to gauge social media performance and refine strategies.

### **Production Accountant**

Savage Pictures

Aug 2003 - Nov 2011

- Controlled post-production accounting practices for several movies and television shows.
- Maintained budgets for both production and post-production processes.
- Supervised distribution of payroll checks, per diem, and petty cash weekly.
- Maintained an effective Chart of Accounts based on production needs.