

Maree Burke
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Tamborine Mountain QLD 4272
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PERSONAL SUMMARY

I am an experienced and enthusiastic worker with drive and determination. My resume indicates I have over 8 years of experience in the film industry's Account department and 23 years of experience working in the financial industry within South East Queensland. I have a never give up approach and the ability to look outside the box for solutions to challenging tasks. I always adhere to company policies and procedures while maintaining honesty and integrity at all times. I am keen to share my knowledge with a well-respected employer where I will be able to continue to increase my work experience, develop my abilities.

KEY PROFESSIONAL ATTRIBUTES

- Outstanding communication skills, verbally and orally
- Excellent interpersonal and presentation skills and an eye for detail
- Exceptional time management and organisational skills
- Professional ability to work within a team or autonomously
- Well developed and proven analytical and lending skills
- Exceptional Customer Service through follow-up and communication
- Microsoft Office Word and Excel proficient

EMPLOYMENT HISTORY

Moon Stories (Australia) Pty Ltd – Nautilus (TV Series)

AP Accountant

December 2021-April 2023

August 2023-November 2023

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices (Digital)
- Entering Invoices into DPF (Digital Paper Flow) for payment approval
- Entering AP Batches into Eclipse Accounting Program
- Statement Reconciliation
- Vendor Relations/Queries
- Internal Department Queries
- Checking Petty Cash Entries
- Step up to assist 1st Assistant Role when required
- Prepare Banking for payment approval
- Entering timesheets into Kiosk

JE Production Pty Ltd – Joe V Carole (TV Series)

AP Accountant

March 2021-December 2021

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices (Digital)
- Entering Invoices into Kissflow Digital Workplace Program
- Entering AP Batches into Eclipse Accounting Program
- Upload files into Scenechronize
- Statement Reconciliation
- Vendor Relations/Queries
- Internal Department Queries

YR Production Pty Ltd – Young Rock (TV Series)

AP Accountant

August 2020-March 2021

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices (Digital)
- Entering Invoices into Kissflow Digital Workplace Program
- Entering AP Batches into Eclipse Accounting Program
- Upload files into Scenechronize
- Statement Reconciliation
- Vendor Relations/Queries
- Internal Department Queries

Warner Bros. Feature Productions Pty Ltd – Elvis (Feature Film)

2nd Assistant Accountant

September 2019-April 2020

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices
- Entering Purchase Orders and AP Batches into Smart Accounting System
- Statement Reconciliation
- Vendor Relations/Queries
- Internal Department Queries

Touchstone Productions (Australia) Pty Ltd – Reef Break (TV Series)

2nd Assistant Accountant

July 2019 - August 2019

Tasks completed:

- Entering Accounts Payable into Global Vista Accounting Software
- Filing of Accounts Payable, Payroll and Petty Cash
- Assist with Vendor enquiries

Apex Productions Australia Pty Ltd – Godzilla v Kong (Feature Film)

2nd Assistant Accountant

January 2019 - May 2019

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices
- Entering Purchase Orders and AP Batches into PSL accounting system
- Vendor Relations/Queries
- Statement Reconciliation
- Internal Department Queries

Springy Productions Pty Ltd – Dora the Explorer (Feature Film)

2nd Assistant Accountant

June 2018-December 2018

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices
- Entering Purchase Orders and AP Batches into PSL accounting system
- Vendor Relations/Queries
- Statement Reconciliation
- Internal Department Queries

Roadman Productions Pty Ltd – At Last (Feature Film)

Accounts Assistant

December 2017 – February 2018

Tasks completed:

- Scanning and photocopying
- Confirming that the Invoices received are correct and matched to right Purchase orders and sent to be authorised
- Entering Accounts Payable into Eclipse Production Accounting Software
- Filing of Accounts Payable, Payroll and Petty Cash
- Addressing Vendor enquiries

Warner Bros. Feature Productions – Aquaman (Feature Film)

2nd Assistant Accountant

January 2017-December 2017

Tasks completed:

- Vendor Set-up/Credit Applications
- Matching Purchase Orders to Invoices
- Entering Purchase Orders and AP Batches into PSL Accounting System
- Statement Reconciliation
- Vendor Queries/Internal Department Queries

Asgard Productions III Pty Ltd – Thor 3 Ragnorok (Feature Film)

Accounts Assistant

May 2016-December 2016

Tasks completed:

- Matching Purchase Orders to Invoices
- Entering Purchase Orders and AP Batches into PSL
- Statement Reconciliation
- Vendor Queries/Internal Department Queries

Matchbox Queensland Productions Pty Ltd – Wanted (TV Series)

Accounts Assistant

November 2015 – January 2016

Tasks completed:

- Coding, Scanning, Photocopying and Filing
- Uploading coded documents to Eclipse
- Auditing Petty Cash
- Matching Purchase orders to Invoices
- Using Eclipse Production Accounting Software

A&L Window Group Qld

Receptionist/Transport Co-ordinator – Casual Temp

July 2014 – October 2014

Completed a casual short term employment with A&L Group to assist as receptionist and Transport Co-ordinator when short staffed. My duties included: General Office Duties

NAB – (National Australia Bank)

Gold Coast Region 1990 – 2013

Private Client Associate - Burleigh Waters and Southport

August 2009 – July 2013

Personal Banker - Nerang

November 2008 to August 2009

Branch Manager - Helensvale

January 2007 to November 2008

EDUCATION

- Completion of Year 10 Certificate in 1975 at Richlands State High, Brisbane
- Reception Course with Sarina Russo in 1975
- Completion of Cert III in Financial Services (Accounts Clerical) TAFE 2012
- Completion of Cert III in Accounts Administration TAFE 2013
- Completion of Cert IV in Accounting TAFE 2014

PROFESSIONAL DEVELOPMENT

- Commissioner of Declarations - 1999
- Certificate IV in Financial Services (Swinburne University of Technology) - 2004
- Diploma of Financial Services (Financial Planning) ThreeSixty - 2007
- Personal Property Security Act - 2011
- Moody's Analytics – Credit Analysis Program - 2012
- Completion of Cert III in Financial Services -Accounts Clerical (BNIT) - 2012
- Certificate III in Accounts Administration (BNIT) - 2013
- Certificate IV in Accounting (TAFE Brisbane) - 2014

REFEREES

Angela Kenny – Financial Controller – Prep Shoot and Post
Ph: 0413 056 670 E: prepshootpost@aol.com

Andy Lindley – Production Accountant – Moon Stories (Australia) Pty Ltd
Ph: 0412 272 759 E: lindley.andy@gmail.com